# Intellectual Property Office of Singapore (IPOS)

Intellectual Property to Singapore

**(IP²SG)**

## Training Manual –
## e-Filing for Patents Form 14

| | | |
|---|---|---|
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**IPOS: User Manual for e-Filing Portal – SIGN-OFF**

| | | |
|---|---|---|
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# REVISION HISTORY

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|---|---|---|---|
| 1.0 | 18 Feb 2014 | Baseline Version | Terence Khoo |
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# TABLE OF CONTENTS

**1 INTRODUCTION ..... 5**

1.1 Overview ..... 5
1.2 About this Manual ..... 5

**2 Common Section for (Non-Account Holders) ..... 6**

2.1 Form Available on IP²SG ..... 6
2.1.1 Form Listing ..... 6
2.1.2 Form Search ..... 6
2.2 Features Common to Forms on IP²SG ..... 7
2.2.1 Common Buttons ..... 7
2.2.2 Contact Details ..... 7
2.2.3 Declaration ..... 8
2.3 Saving, Retrieving & Deleting a Form ..... 8
2.3.1 Saving a Form ..... 8
2.3.2 Retrieve Drafts ..... 9
2.3.3 Delete Draft ..... 10
2.4 Payment (for Forms with Fee) ..... 11

**3 Common Section (Account Holders) ..... 13**

3.1 Login ..... 13
3.2 Forms Available on IP²SG ..... 14
3.2.1 Form Listing ..... 14
3.2.2 Form Search ..... 14
3.3 Features Common to Forms on IP²SG ..... 15
3.3.1 Common Buttons ..... 15
3.3.2 Contact Details ..... 15
3.3.3 Declaration ..... 17
3.4 Saving, Retrieving & Deleting a Form ..... 17
3.4.1 Saving a Form ..... 17
3.4.2 Retrieve Draft ..... 18
3.4.3 Delete Draft ..... 18
3.5 Payment (for Forms with Fee) ..... 20

**4 Completion and Submission of Form ..... 22**

4.1 Patents Form 14 – Payment of fee for grant of a patent ..... 22
4.1.1 Part 1: Applicant / Agent Reference ..... 22
4.1.2 Part 2: Application Number ..... 22
4.1.3 Part 3: Name of Applicant ..... 23
4.1.4 Part 4: Number of Claims ..... 23
4.1.5 Part 5: Declaration (for Grant) ..... 23
4.1.6 Part 6: Contact Details ..... 24
4.1.7 Part 7: Declaration ..... 25
4.1.8 Part 8: Attachment ..... 26
4.1.9 Cancel Submission ..... 28
4.1.10 Next Button ..... 29
4.1.11 Back Button ..... 30
4.1.12 Submit Button ..... 30
4.1.13 Payment ..... 31
4.1.14 Payment Acknowledgement Page ..... 32
4.1.15 Receipt Page ..... 33

# 1 INTRODUCTION

## 1.1 Overview

Applicants who have met examination requirements can file the Patents Form 14 to request and make payment for the grant of a patent. If any amendment and/or correction had been made to the specification since its filing, the Patents Form 14 should be filed with a copy of the specification consolidating all amendments and/or corrections made to the specification.

## 1.2 About this Manual

This document is intended for users who wish to file Patents Form 14 (Payment of fee for grant of a patent) online via IP$^2$SG. It provides a step by step guide on how to fill the form.

Services on IP$^2$SG can be accessed and used by both account and non-account holders. However, account users are requested to login into IP$^2$SG with their SingPass.

# 2 COMMON SECTION FOR (NON-ACCOUNT HOLDERS)

For users who do not have an IP²SG account, this section describes the features that are common to forms available on IP²SG. Mandatory fields are denoted by red text with asterisk.

## 2.1 Form Available on IP²SG

### 2.1.1 Form Listing

Click on “Forms” on the left menu to view the list of forms available for filings on IP²SG.

| Form No. | Description | Fee (S$) | Download Forms |
|---|---|---|---|
| PF1 | Request for Grant of Patent | 160.00 | PF1 (36KB)<br>User Guide (42KB) |
| PF8 | Statement of Inventorship and of Right to Grant of Patent | No Fee | PF8 (41KB)<br>User Guide (42KB) |
| PF10 | Request for Search Report or Supplementary Search Report | 1,925.00 | PF10 (36KB)<br>User Guide (42KB) |
| PF11 | Request for Search and Examination Report | 2,600.00 | PF11 (33KB)<br>User Guide (42KB) |
| PF11A | Furnishing of Prescribed Details | No Fee | PF11A (37KB)<br>User Guide (42KB) |
| PF11B | Furnishing of Prescribed Information | No Fee | PF11B (38KB)<br>User Guide (42KB) |

**Figure 1 – Form Listing**

### 2.1.2 Form Search

The following function allows the user to search for a particular form.

**Figure 2 – Form Search**

1. Under '**Group**', the user can search for form(s) based on the nature of the transaction, e.g. Correction of errors.

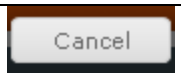
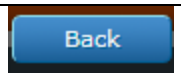
2. Under '**Registry**', the user can search for form(s) based on the type of IP, e.g. Patents.

3. Under '**Form (Search by keyword)',** the user can search for form(s) based on keyword(s), e.g. Examination.

## 2.2 Features Common to Forms on IP²SG

### 2.2.1 Common Buttons

The following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

| Button Names | Button Description |
|---|---|
|   | Allows the user to cancel the current operation. |
| | Allows the user to save the content and continue at a later time. |
| | Allows the user to navigate to the next page. |
|   | Allows the user to navigate to the previous page. |
| | Allows the user to submit the form. |

### 2.2.2 Contact Details

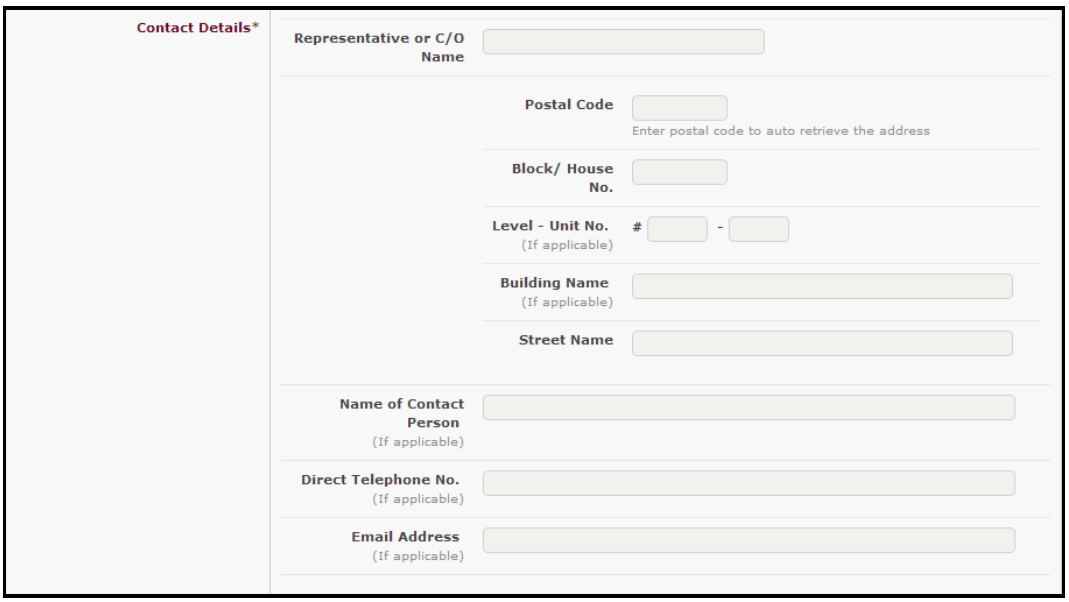



**Figure 3 – Contact Details**

1. **Representative or C/O Name**: Enter the required data in the field provided.

> **Note:**
> - Representative or C/O Name is not a mandatory field and should be entered only if the user is filing the form on behalf of the person filing the form.

**2. Address for Service in Singapore:**

i. **Postal Code**: Enter a valid 6-digit postal code in the field provided.

> **Note:**
> - Block / House No., Building Name (if applicable) & Street Name will

be auto-populated if a valid postal code is entered.
- An error message will be displayed if an invalid postal code is entered.

ii. **Level - Unit No.**: Enter the data in the field provided if applicable.

3. **Name of Contact Person**: Enter the data in the field provided if applicable.

4. **Direct Telephone No.**: Enter the data in the field provided if applicable.

**Note:**
- Minimum of 8-digits.
- Alphabets, special characters and spacing are not allowed.

5. **Email Address**: Enter a valid email address in the field provided if applicable.

**Note:**
- An error message will be displayed if an invalid Email Address is entered.

### 2.2.3 Declaration

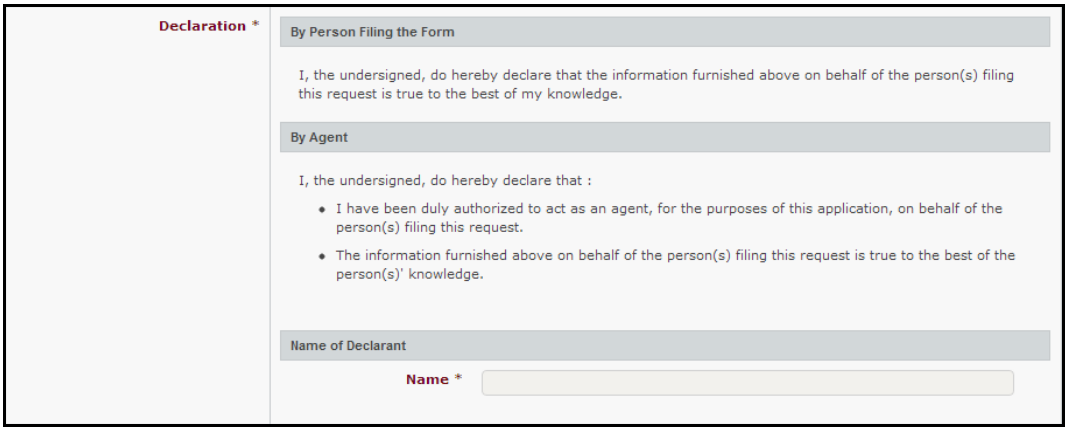

Declaration *
By Person Filing the Form
I, the undersigned, do hereby declare that the information furnished above on behalf of the person(s) filing this request is true to the best of my knowledge.
By Agent
I, the undersigned, do hereby declare that :
I have been duly authorized to act as an agent, for the purposes of this application, on behalf of the person(s) filing this request.
The information furnished above on behalf of the person(s) filing this request is true to the best of the person(s)' knowledge.
Name of Declarant
Name *

**Figure 4 – Declaration**

1. **Name of Declarant:** Enter the required data in the field provided.

## 2.3 Saving, Retrieving & Deleting a Form

### 2.3.1 Saving a Form

1. Click on

located at the top of the page.

**Note**:
- All mandatory fields should be provided before saving the draft. Otherwise, the user will be prompted to enter the mandatory fields.

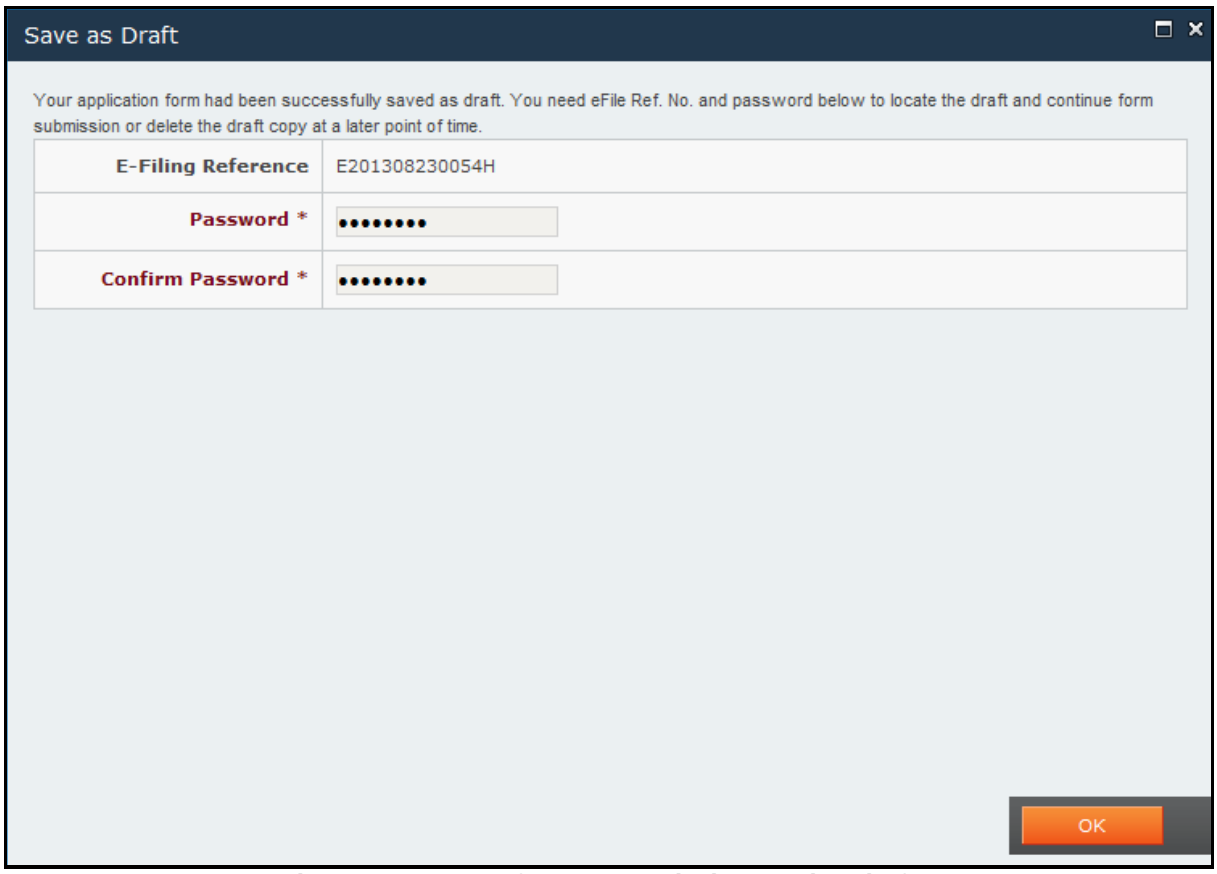

Save as Draft
Your application form had been successfully saved as draft. You need eFile Ref. No. and password below to locate the draft and continue form submission or delete the draft copy at a later point of time.
E-Filing Reference
E201308230054H
Password *
Confirm Password *
OK

**Figure 5 – Prompt for password when saving drafts**

2. The user will be prompted to key in his or her preferred password:

   i. **Password**: Enter the user's preferred password in the field provided.

   ii. **Confirm Password**: Enter the same password for confirmation.

> **Note**:
> - Both passwords must be identical.
> - Password can consist of alpha-numeric characters.
> - The user is advised to note down the e-filing reference number and the password before clicking on OK, as both are required to retrieve the draft.

3. Click on OK to save the draft and return to the respective forms. .

### 2.3.2 Retrieve Drafts

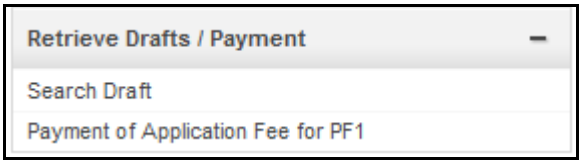



**Figure 6 – Search Draft option**

1. Click on "Search Draft" under "Retrieve Drafts / Payment" on the left panel menu.

**Figure 7 – Retrieval of Drafts**

2. The user will be prompted to enter the e-filing reference number and password to retrieve the draft that the user has saved.

   i. **E-Filing Ref. Number**: This field is for the user to enter the e-filing reference number of the previously saved form. Enter the e-filing reference number in the field provided.

   ii. **Password**: This field is for the user to enter the password provided earlier when saving the form. Enter the password in the field provided.

> **Note**:
> - Draft for forms that have been submitted cannot be retrieved.

3. Click on Open Draft to retrieve the draft.

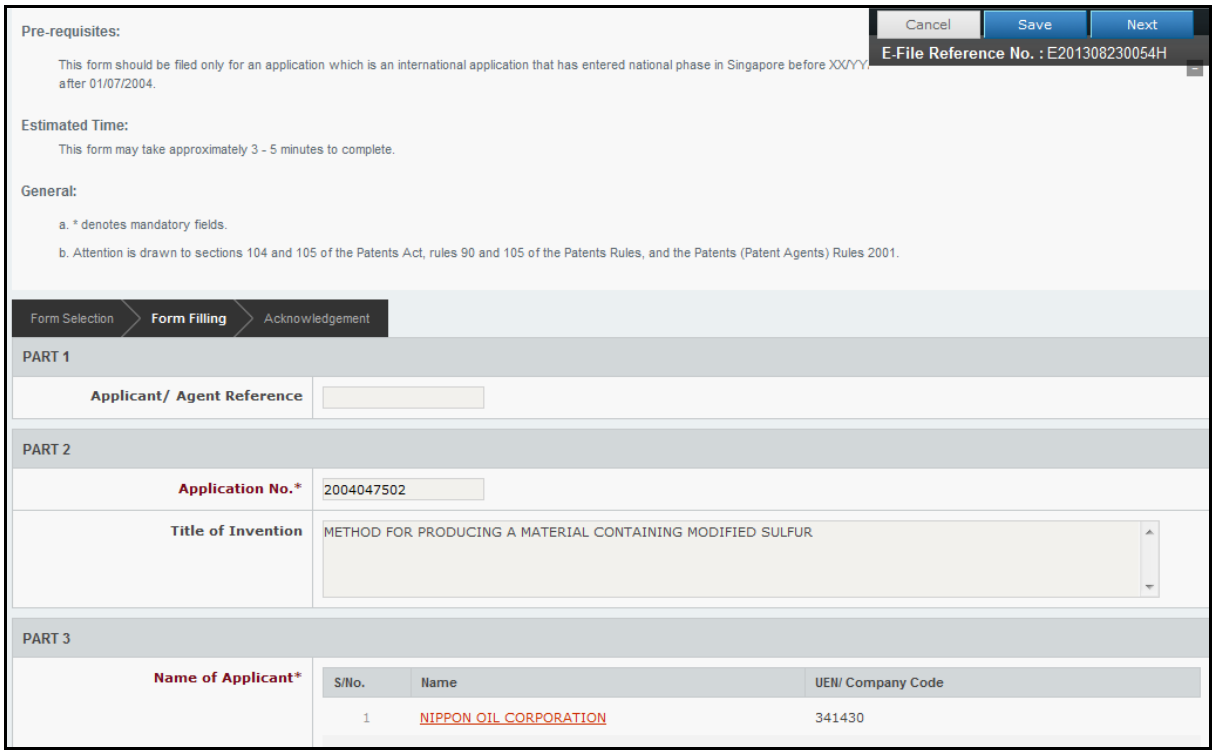

Cancel
Save
Next
E-File Reference No. : E201308230054H
Pre-requisites:
This form should be filed only for an application which is an international application that has entered national phase in Singapore before XX/YY/
after 01/07/2004.
Estimated Time:
This form may take approximately 3 - 5 minutes to complete.
General:
a. * denotes mandatory fields.
b. Attention is drawn to sections 104 and 105 of the Patents Act, rules 90 and 105 of the Patents Rules, and the Patents (Patent Agents) Rules 2001.
Form Selection
Form Filling
Acknowledgement
PART 1
Applicant/ Agent Reference
PART 2
Application No.*
2004047502
Title of Invention
METHOD FOR PRODUCING A MATERIAL CONTAINING MODIFIED SULFUR
PART 3
Name of Applicant*
S/No.
Name
UEN/ Company Code
1
NIPPON OIL CORPORATION
341430

**Figure 8 – Draft retrieved**

4. The respective form with the details entered earlier on will be displayed.

### 2.3.3 Delete Draft

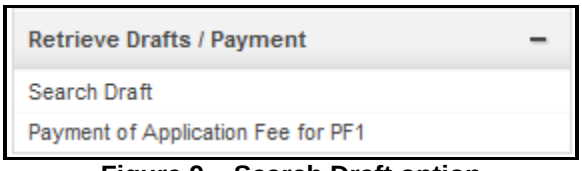



**Figure 9 – Search Draft option**

1. Click on “Search Draft” under “Retrieve Drafts / Payment” on the left panel menu.

**Figure 10 – Retrieval of Drafts**

2. The user will be prompted to enter the e-filing reference number and password to retrieve the draft that they have saved.

   i. **E-Filing Ref. Number**: This field is for the user to enter the e-filing reference number of the previously saved form. Enter the e-filing reference number in the field provided.

   ii. **Password**: This field is for the user to enter the password provided earlier when saving the form. Enter the password in the field provided.

> **Note**:
> - Deleted drafts that have been submitted cannot be retrieved.

3. Click on Delete Draft to delete the draft.

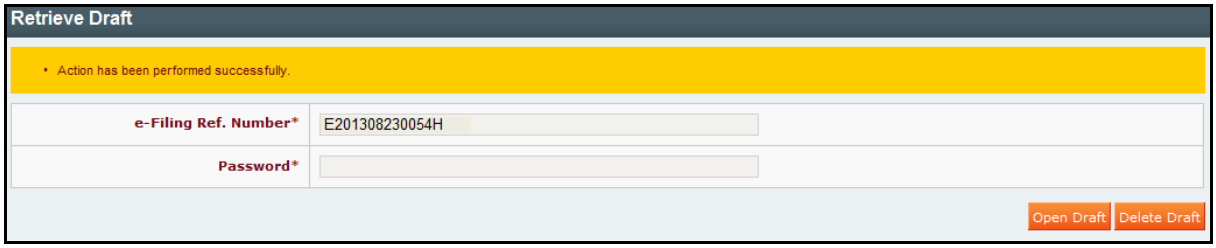



**Figure 11 – Deletion of draft**

4. A message will be displayed when the draft is deleted successfully.

## 2.4 Payment (for Forms with Fee)

When the user is ready to submit a form, he or she will be brought to the Checkout Confirmation page to select a mode of payment.

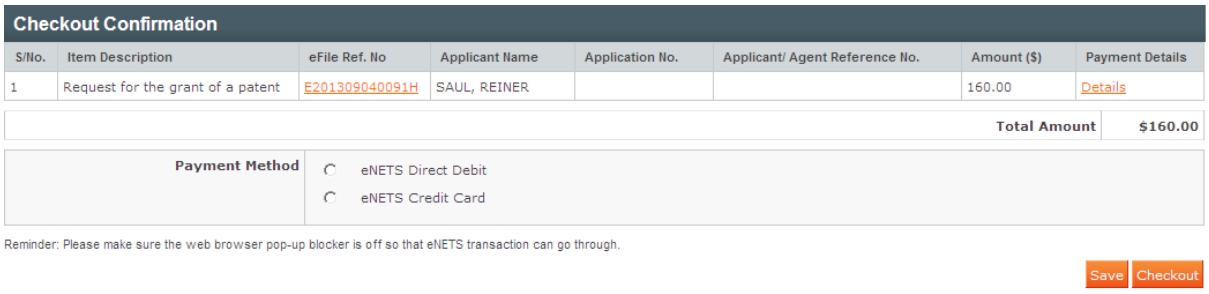



**Figure 12 – Checkout Confirmation**

1. Select a mode of payment.

2. If the user wishes to proceed with payment at another time, click on Save to save the draft.

3. Click on Checkout to proceed with the payment process.

**Note**:

- It is mandatory to select a mode of payment.

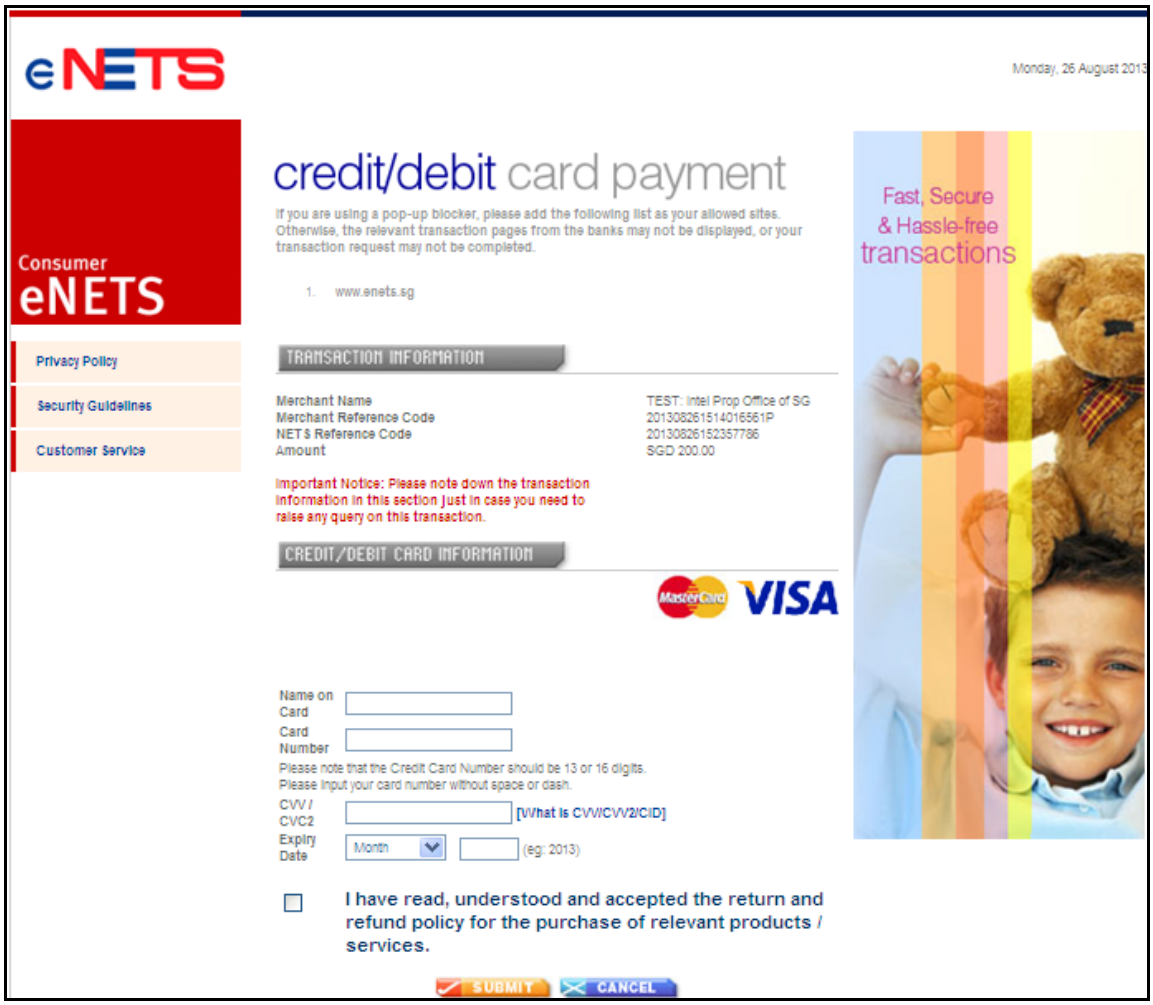

eNETS
Monday, 26 August 2013
Consumer
eNETS
Privacy Policy
Security Guidelines
Customer Service
credit/debit card payment
If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.
1. www.enets.sg
TRANSACTION INFORMATION
Merchant Name
Merchant Reference Code
NETS Reference Code
Amount
TEST: Intel Prop Office of SG
20130826151401656 1P
20130826152357786
SGD 200.00
Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.
CREDIT/DEBIT CARD INFORMATION
MasterCard VISA
Name on Card
Card Number
Please note that the Credit Card Number should be 13 or 16 digits.
Please input your card number without space or dash.
CVV / CVC2
[What is CVV/CVV2/CID]
Expiry Date
Month
(eg: 2013)
I have read, understood and accepted the return and refund policy for the purchase of relevant products / services.
SUBMIT
CANCEL
Fast, Secure & Hassle-free transactions

**Figure 13 – eNETS Card Payment**

4. The user will be required to enter his or her credit or debit card details.
5. Check on ☐ to agree with the terms.
6. Click on SUBMIT to carry on with the payment process.

# 3 COMMON SECTION (ACCOUNT HOLDERS)

For users who are account holders on IP²SG, this section describes the features that are common to forms available on IP²SG. Mandatory fields are denoted by red text with asterisk.

## 3.1 Login

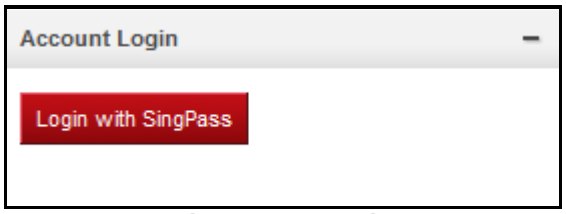



**Figure 14 – Login**

1. The login screen is located at the upper left hand side of the web page.

2. Click on Login with SingPass to login with SingPass account. The user will be directed to SingPass login page as illustrated below:

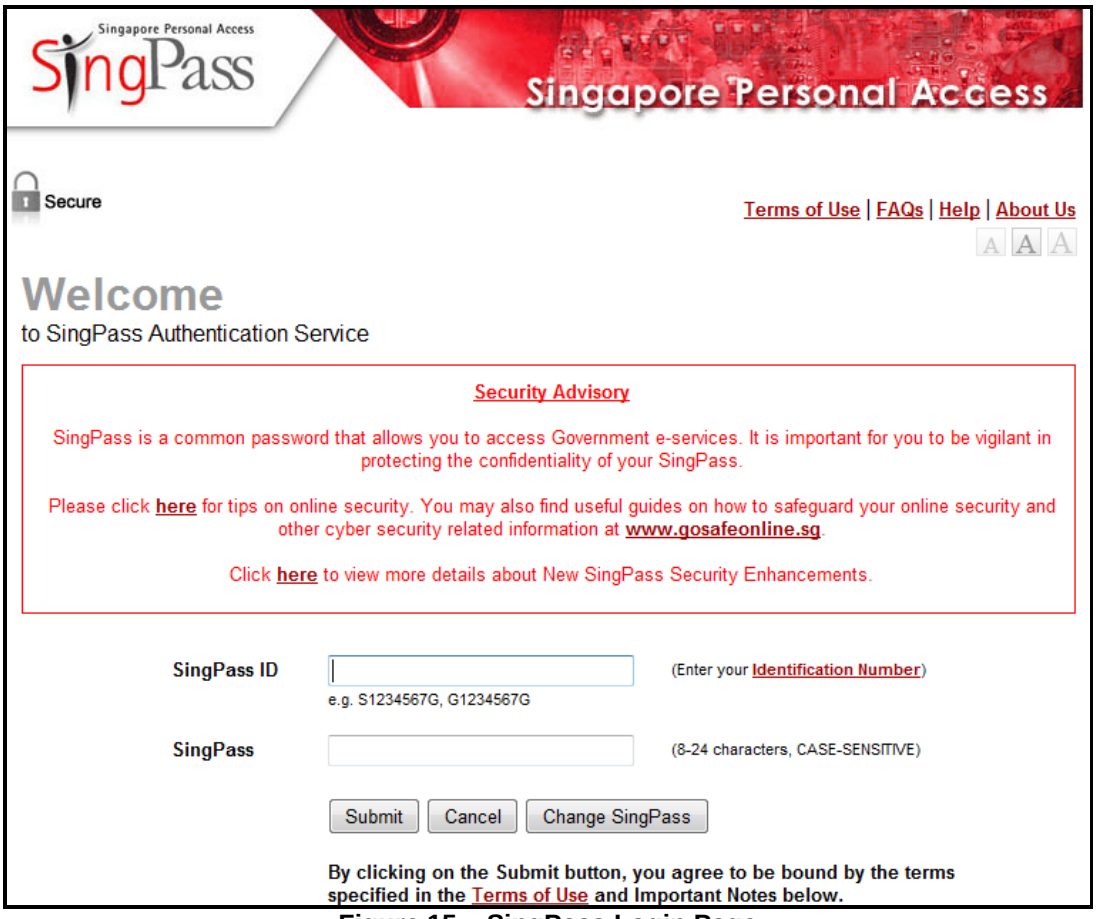

Singapore Personal Access
SingPass
Singapore Personal Access
Secure
Terms of Use | FAQs | Help | About Us
Welcome
to SingPass Authentication Service
Security Advisory
SingPass is a common password that allows you to access Government e-services. It is important for you to be vigilant in protecting the confidentiality of your SingPass.
Please click here for tips on online security. You may also find useful guides on how to safeguard your online security and other cyber security related information at www.gosafeonline.sg.
Click here to view more details about New SingPass Security Enhancements.
SingPass ID
(Enter your Identification Number)
e.g. S1234567G, G1234567G
SingPass
(8-24 characters, CASE-SENSITIVE)
Submit
Cancel
Change SingPass
By clicking on the Submit button, you agree to be bound by the terms specified in the Terms of Use and Important Notes below.

**Figure 15 – SingPass Login Page**

3. SingPass ID: Enter the user's SingPass ID in the field provided.

4. SingPass: Enter the user's SingPass password in the field provided.

5. Click on Submit to complete the login process. Upon successful login, the user will be directed back to IP²SG.

## 3.2 Forms Available on IP²SG

### 3.2.1 Form Listing

Click on “Forms” on the left hand menu to view the list of forms available for filing on IP²SG.

| Form No. | Description | Fee (S$) | Download Forms |
|---|---|---|---|
| PF1 | Request for Grant of Patent | 160.00 | PF1 (36KB)<br>User Guide (42KB) |
| PF8 | Statement of Inventorship and of Right to Grant of Patent | No Fee | PF8 (41KB)<br>User Guide (42KB) |
| PF10 | Request for Search Report or Supplementary Search Report | 1,925.00 | PF10 (36KB)<br>User Guide (42KB) |
| PF11 | Request for Search and Examination Report | 2,600.00 | PF11 (33KB)<br>User Guide (42KB) |
| PF11A | Furnishing of Prescribed Details | No Fee | PF11A (37KB)<br>User Guide (42KB) |
| PF11B | Furnishing of Prescribed Information | No Fee | PF11B (38KB)<br>User Guide (42KB) |

**Figure 16 – Form Listing**

### 3.2.2 Form Search

The following function allows the user to search for a particular form.

**Figure 17 – Form Search**

1. Under '**Group'**, the user can search for form(s) based on the nature of the transaction, e.g. Correction of errors.

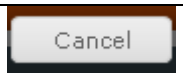
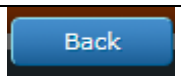
2. Under '**Registry'**, the user can search for form(s) based on the type of IP, e.g. Patents.

3. Under '**Form (Search by keyword)',** the user can search for form(s) based on keyword(s), e.g. Examination.

## 3.3 Features Common to Forms on IP²SG

### 3.3.1 Common Buttons

Following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

| Button Names | Button Description |
|---|---|
|   | Allows the user to cancel the current operation. |
| | Allows the user to save the content and continue at a later time. |
| | Allows the user to navigate to the next page. |
|   | Allows the user to navigate to the previous page. |
| | Allows the user to submit the application into the system. |

### 3.3.2 Contact Details

For account holders, the contact details associated with the user login will be auto-populated.

**Note:**

- The details that are retrieved cannot be amended.

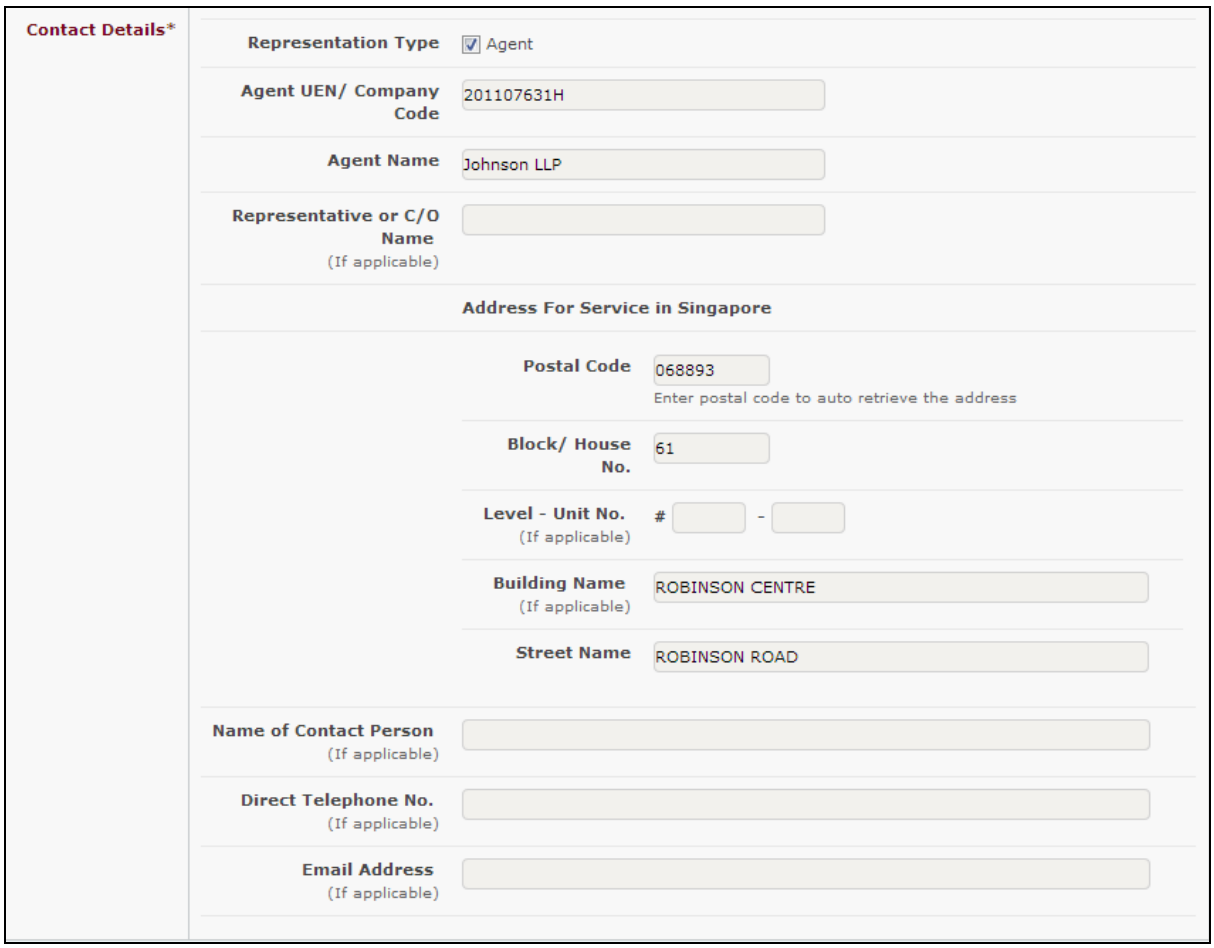



**Figure 18 – Contact Details**

1. **Representation Type:** Select by clicking the checkbox**.**

2. **Representative or C/O Name**: Enter the required data in the field provided if applicable.

> **Note:**
> - UEN & Agent Name will be populated when Agent checkbox is selected.
> - Representative or C/O Name is not a mandatory field and should be entered only if the user is not the Applicant or an Agent acting on behalf of the Applicant.

3. **Address for Service in Singapore**:

   i. Upon login to the system, the address for service will be populated.

4. **Name of Contact Person**: Enter the data in the field provided if applicable.

5. **Direct Telephone No.**: Enter the data in the field provided if applicable.

> **Note:**
> - Minimum of 8 digits.
> - Alphabets and special characters are not allowed.

6. **Email Address**: Enter a valid email address in the field provided if applicable.

> **Note:**
> - An error message will be displayed if an invalid Email Address is entered.

### 3.3.3 Declaration

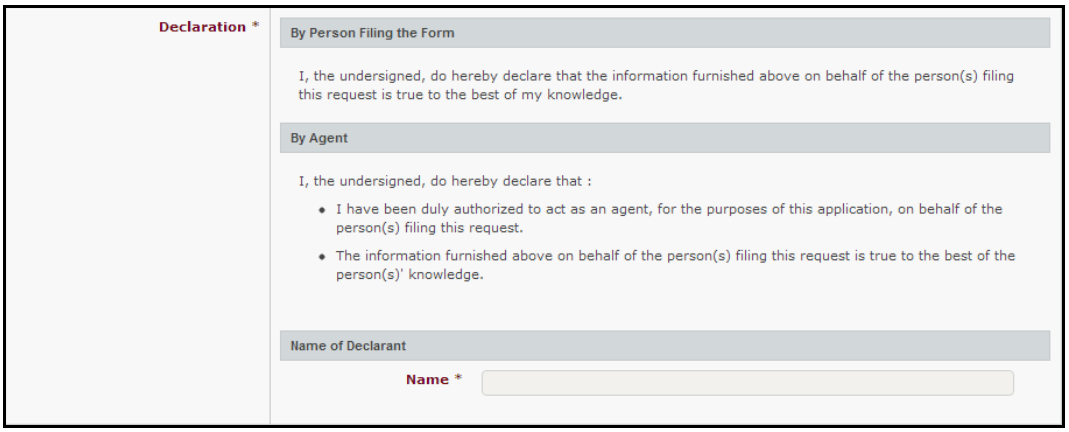

Declaration *
By Person Filing the Form
I, the undersigned, do hereby declare that the information furnished above on behalf of the person(s) filing this request is true to the best of my knowledge.
By Agent
I, the undersigned, do hereby declare that :
I have been duly authorized to act as an agent, for the purposes of this application, on behalf of the person(s) filing this request.
The information furnished above on behalf of the person(s) filing this request is true to the best of the person(s)' knowledge.
Name of Declarant
Name *

**Figure 19 – Declaration**

1. **Name of Declarant:** Enter the required data in the field provided.

## 3.4 Saving, Retrieving & Deleting a Form

### 3.4.1 Saving a Form

1. To save any submission, click on

located at the top of the page.

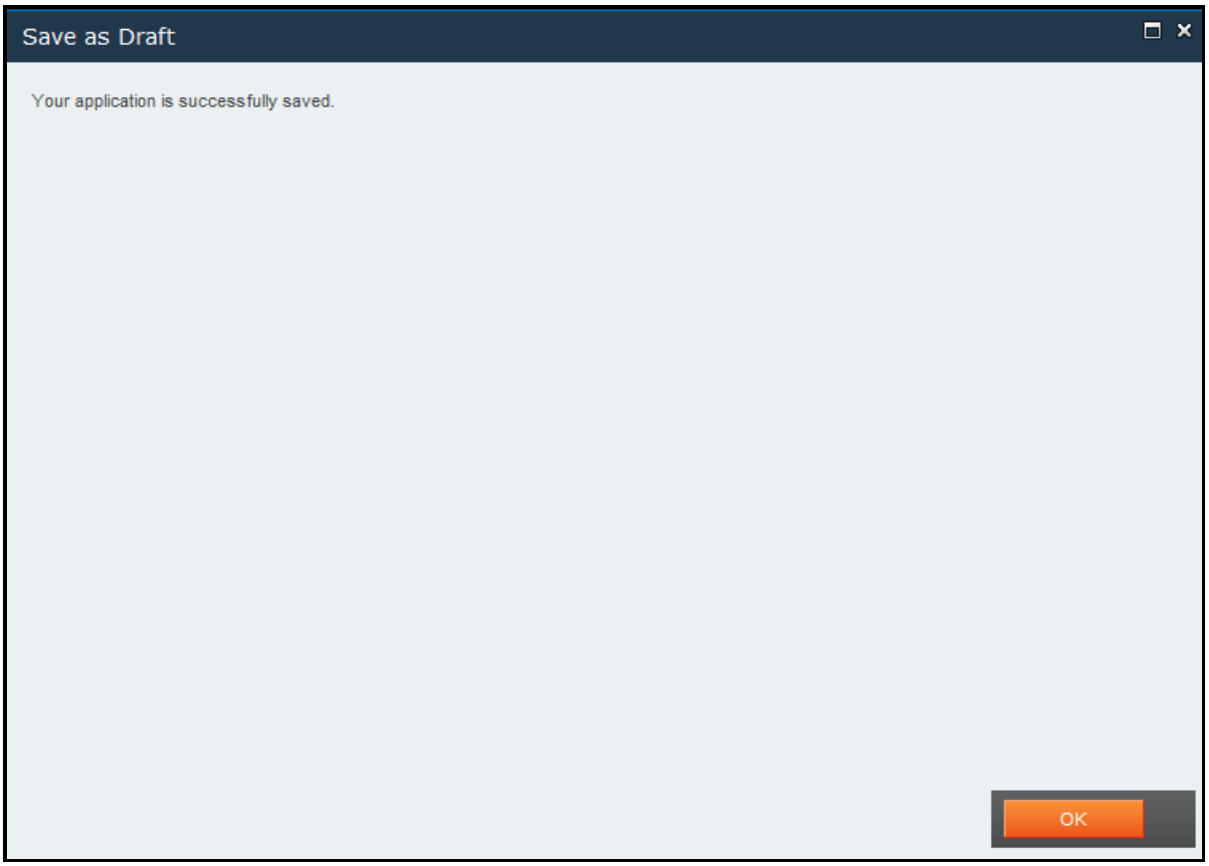



**Figure 20 – Draft has been saved**

2. Upon successful saving of the draft, the user will be prompted that the draft has been saved.

3. Click on

to close the prompt and return to the form.

### 3.4.2 Retrieve Draft

1. The user will be required to log into the system.

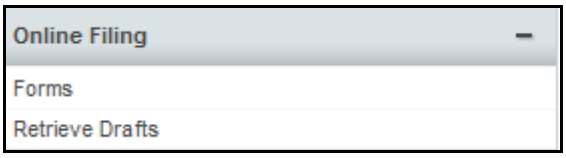



**Figure 21 – Search Draft option**

2. Click on “Retrieve Drafts” under “Online Filing” on the left panel menu.

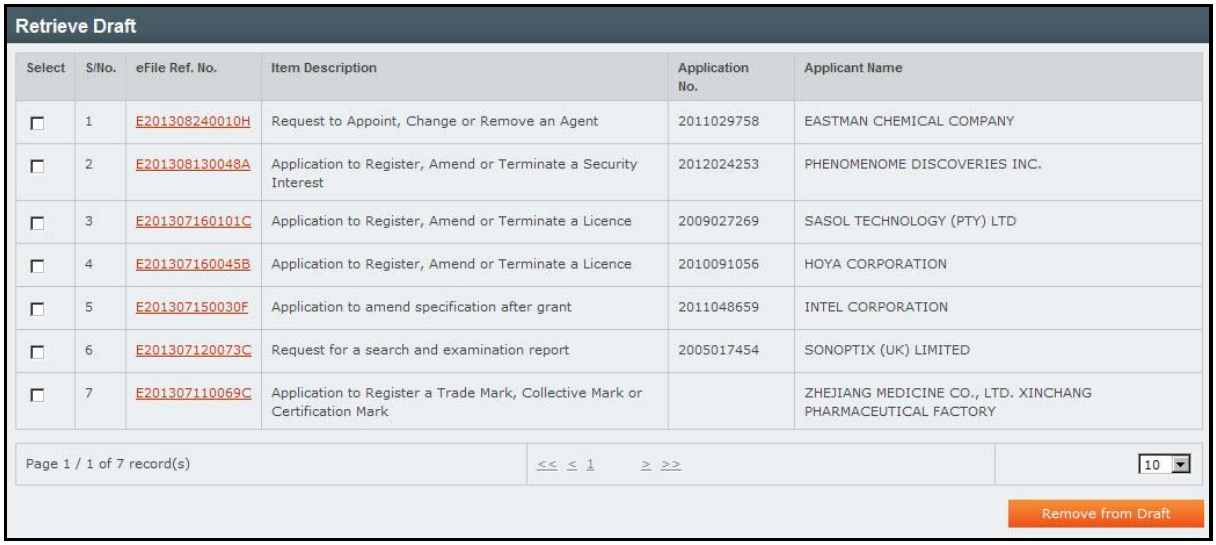



**Figure 22 – List of Drafts**

3. A list of draft forms that has been saved under this account will be displayed.

4. Click on the hyperlink under the “eFile Ref. No” to retrieve the draft(s).

> **Note**:
> - Drafts for forms that have been submitted will not be retrieved.

### 3.4.3 Delete Draft

1. The user will be required to log into the system.

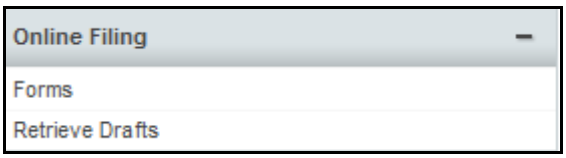



**Figure 23 – Search Draft option**

2. Click on “Retrieve Drafts” under “Online Filing” on the left panel menu.

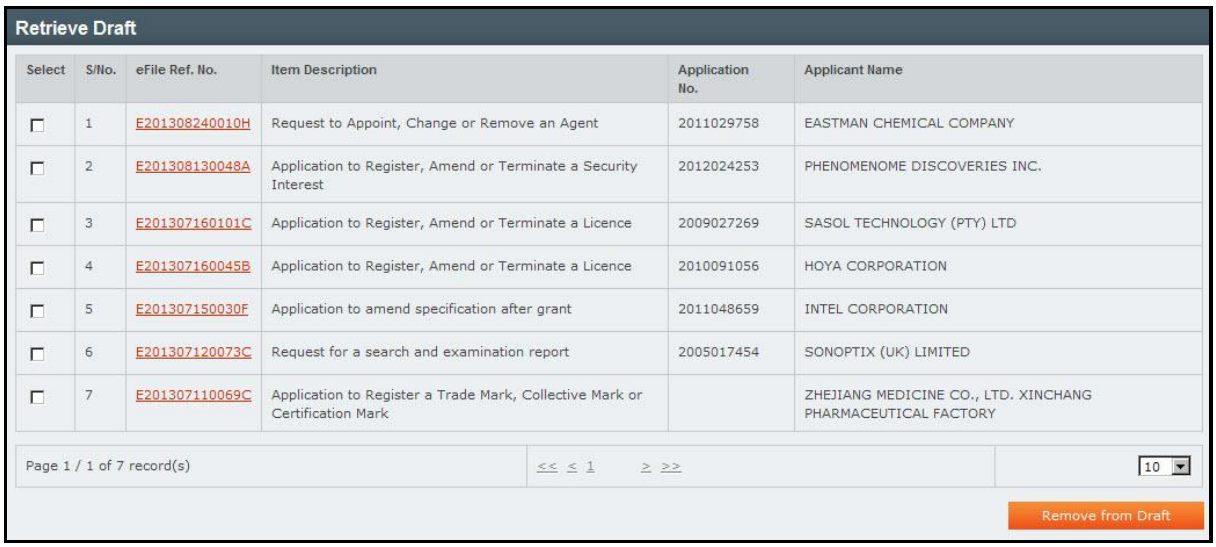

Retrieve Draft
Select
S/No.
eFile Ref. No.
Item Description
Application No.
Applicant Name
1 E201308240010H Request to Appoint, Change or Remove an Agent 2011029758 EASTMAN CHEMICAL COMPANY
2 E201308130048A Application to Register, Amend or Terminate a Security Interest 2012024253 PHENOMENOME DISCOVERIES INC.
3 E201307160101C Application to Register, Amend or Terminate a Licence 2009027269 SASOL TECHNOLOGY (PTY) LTD
4 E201307160045B Application to Register, Amend or Terminate a Licence 2010091056 HOYA CORPORATION
5 E201307150030F Application to amend specification after grant 2011048659 INTEL CORPORATION
6 E201307120073C Request for a search and examination report 2005017454 SONOPTIX (UK) LIMITED
7 E201307110069C Application to Register a Trade Mark, Collective Mark or Certification Mark ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY
Page 1 / 1 of 7 record(s)
<< < 1 > >>
10
Remove from Draft

**Figure 24 – List of Drafts**

3. A list of draft forms that have been saved under this account will be displayed.

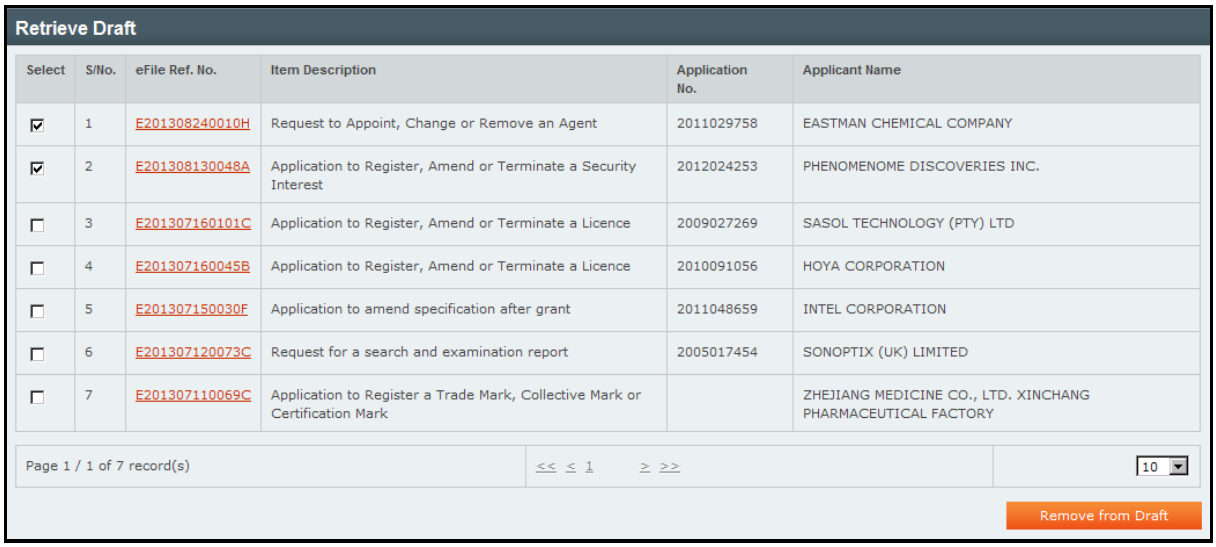

Retrieve Draft
Select
S/No.
eFile Ref. No.
Item Description
Application No.
Applicant Name
1 E201308240010H Request to Appoint, Change or Remove an Agent 2011029758 EASTMAN CHEMICAL COMPANY
2 E201308130048A Application to Register, Amend or Terminate a Security Interest 2012024253 PHENOMENOME DISCOVERIES INC.
3 E201307160101C Application to Register, Amend or Terminate a Licence 2009027269 SASOL TECHNOLOGY (PTY) LTD
4 E201307160045B Application to Register, Amend or Terminate a Licence 2010091056 HOYA CORPORATION
5 E201307150030F Application to amend specification after grant 2011048659 INTEL CORPORATION
6 E201307120073C Request for a search and examination report 2005017454 SONOPTIX (UK) LIMITED
7 E201307110069C Application to Register a Trade Mark, Collective Mark or Certification Mark ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY
Page 1 / 1 of 7 record(s)
<< < 1 > >>
10
Remove from Draft

**Figure 25 – Selection of drafts to be deleted**

4. Select the draft(s) to be removed.

5. Click on Remove from Draft.

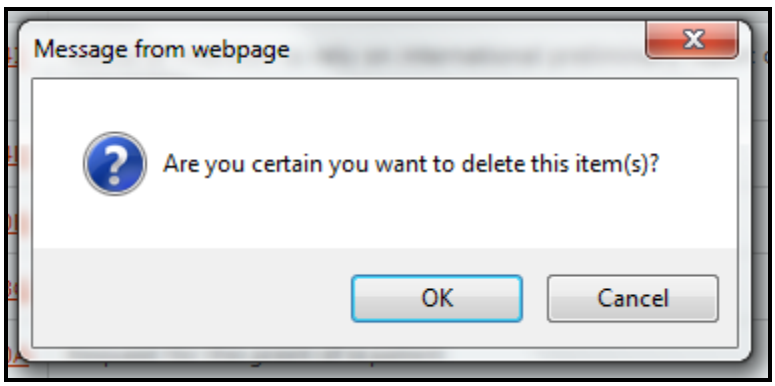



**Figure 26 – Confirmation on deletion of draft**

6. The user will be prompted for confirmation to remove the selected draft(s).

7. Click on OK to delete the draft(s).

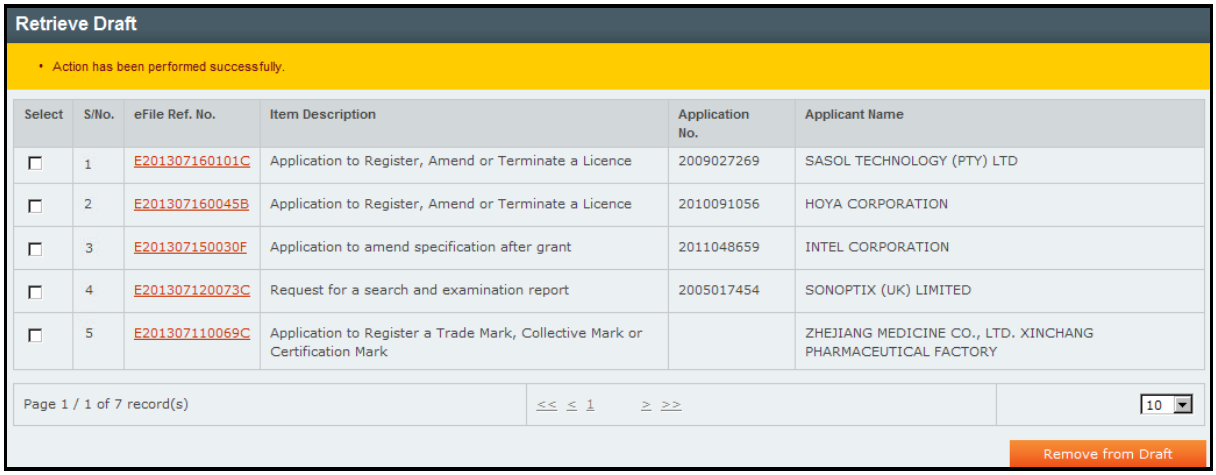

Retrieve Draft
Action has been performed successfully.
Select
S/No.
eFile Ref. No.
Item Description
Application No.
Applicant Name
1 E201307160101C Application to Register, Amend or Terminate a Licence 2009027269 SASOL TECHNOLOGY (PTY) LTD
2 E201307160045B Application to Register, Amend or Terminate a Licence 2010091056 HOYA CORPORATION
3 E201307150030F Application to amend specification after grant 2011048659 INTEL CORPORATION
4 E201307120073C Request for a search and examination report 2005017454 SONOPTIX (UK) LIMITED
5 E201307110069C Application to Register a Trade Mark, Collective Mark or Certification Mark ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY
Page 1 / 1 of 7 record(s)
<< < 1 > >>
10
Remove from Draft

**Figure 27 – Draft successfully deleted**

8. A message will be displayed when the draft(s) is/are deleted.

9. Alternatively, click on

to cancel the removal of the selected draft(s). The user will be directed back to the list of the retrieved drafts.

## 3.5 Payment (for Forms with Fee)

When the user is ready to submit a form, he or she will be brought to the Payment Cart to confirm which forms are to be paid.

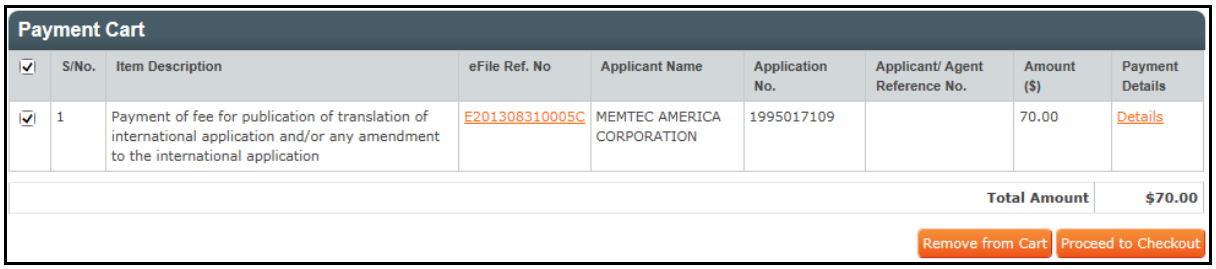

Payment Cart
S/No.
Item Description
eFile Ref. No
Applicant Name
Application No.
Applicant/ Agent Reference No.
Amount ($)
Payment Details
1 Payment of fee for publication of translation of international application and/or any amendment to the international application E201308310005C MEMTEC AMERICA CORPORATION 1995017109 70.00 Details
Total Amount $70.00
Remove from Cart
Proceed to Checkout

**Figure 28 – Payment Cart**

1. Select the relevant form by clicking on the checkbox.

2. Click on

to remove the form from the Payment Cart.

3. Click on

to proceed to the next step of choosing a mode of payment.

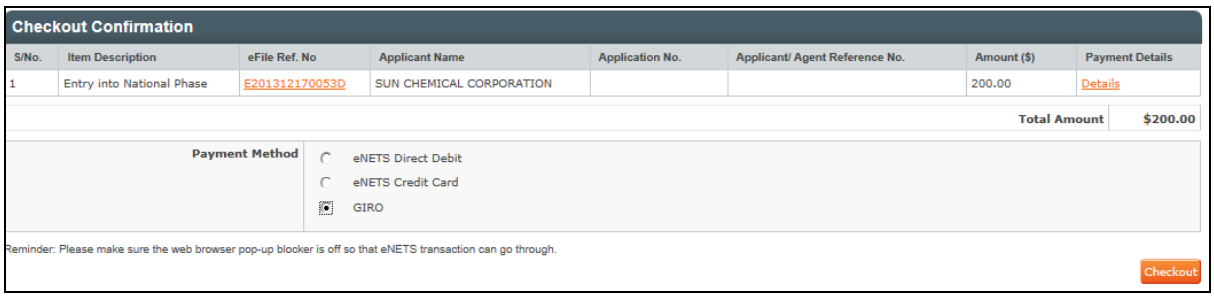



**Figure 29 – Checkout Confirmation**

4. Select a mode of payment.

5. Click on Checkout to proceed with the payment process.

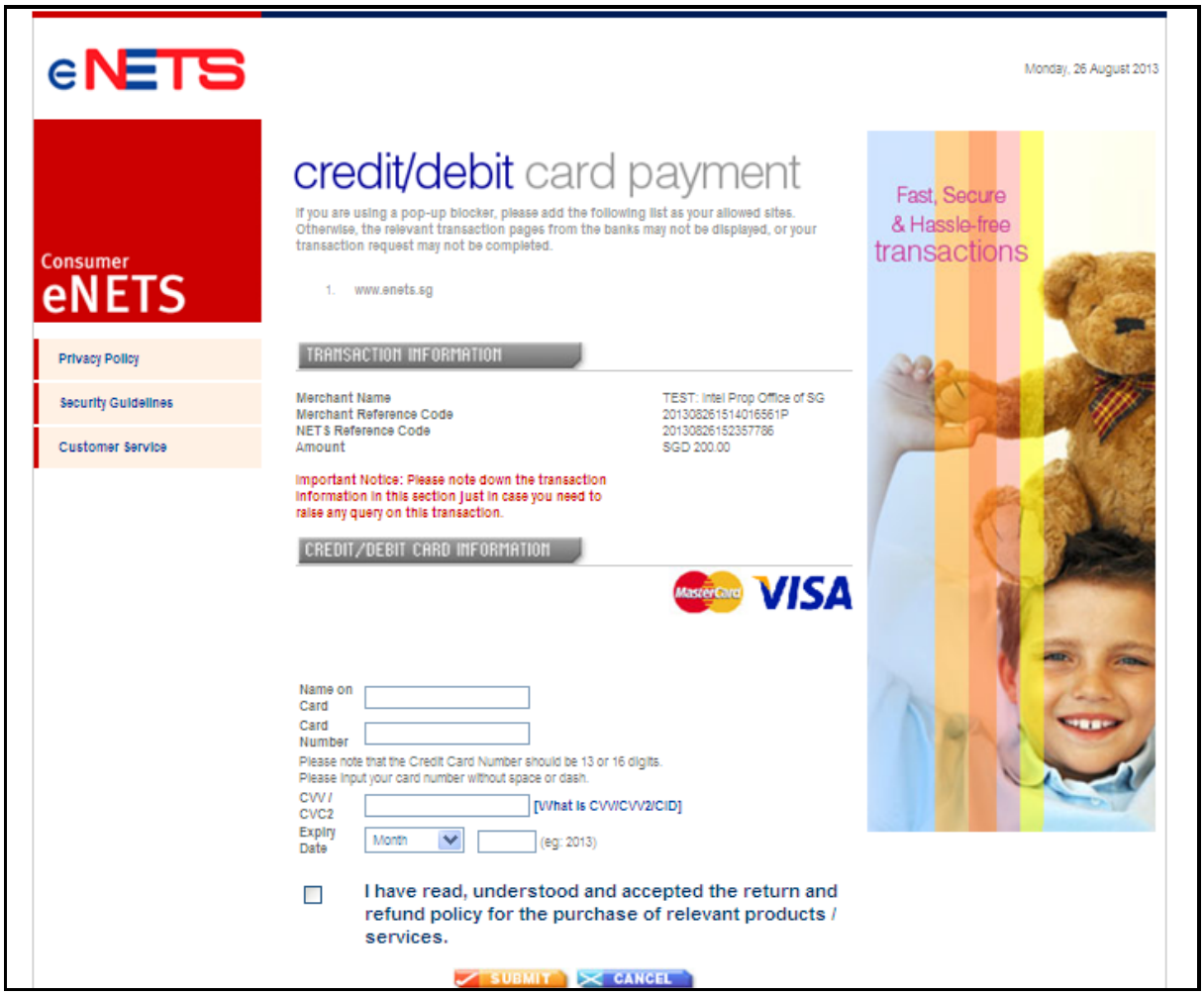

eNETS
Monday, 26 August 2013
Consumer
eNETS
Privacy Policy
Security Guidelines
Customer Service
credit/debit card payment
If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.
1. www.enets.sg
TRANSACTION INFORMATION
Merchant Name
Merchant Reference Code
NETS Reference Code
Amount
TEST: Intel Prop Office of SG
20130826151401656 1P
20130826152357786
SGD 200.00
Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.
CREDIT/DEBIT CARD INFORMATION
MasterCard VISA
Name on Card
Card Number
Please note that the Credit Card Number should be 13 or 16 digits.
Please input your card number without space or dash.
CVV / CVC2
[What is CVV/CVV2/CID]
Expiry Date
Month
(eg: 2013)
I have read, understood and accepted the return and refund policy for the purchase of relevant products / services.
SUBMIT
CANCEL
Fast, Secure & Hassle-free transactions

**Figure 30 – eNETS Card Payment**

6. If eNets is selected, the user will be required to enter his or her credit or debit card details.

7. Check on ☐ to agree with the terms.

8. Click on SUBMIT to carry on with the payment process.

**Note**:
- If payment has been made by GIRO, system will instead display an acknowledgement page.

# 4 COMPLETION AND SUBMISSION OF FORM

## 4.1 Patents Form 14 – Payment of fee for grant of a patent

This section will describe the steps to fill up the form. Red text with asterisk denotes mandatory fields.

### 4.1.1 Part 1: Applicant / Agent Reference

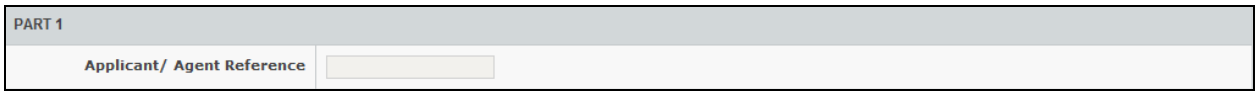



**Figure 31 – Part 1: Applicant / Agent Reference**

1. **Applicant / Agent Reference**: This Part is for the user to provide a reference no. to aid in tracking the submission of the form. Enter any value in the field provided, if applicable.

> **Note**:
> - Applicant / Agent Reference is not a mandatory field.
> - Alphabets, numbers and special characters are allowed.

### 4.1.2 Part 2: Application Number

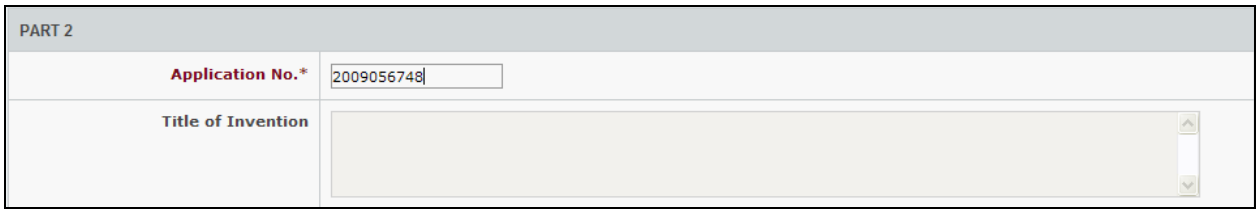



**Figure 32 – Part 2: Application No. / Title of Invention**

1. **Application No.**: This Part is for the user to enter the application number to commence the e-filing of Patents Form 14. Enter the application number in the field provided.

> **Note**:
> - Application No. is a mandatory field.
> - Application No. entered must not belong to an application that has been granted.
> - Application No. format should be as follows:
>   - <NN><YYYY>12345<C>-<00>
>   - Where <NN> indicates type of registry, e.g '10' is for PT PF1
>   - Where <YYYY> indicates year
>   - Where <12345> indicates running number in each registry
>   - Where <C> indicates a checksum for alphabet.

2. Click anywhere on the screen or press the "Enter" button on the keyboard after entering in a valid application number. The system will retrieve the related title of invention.

**Figure 33 – Part 2: Displaying of Title of Invention**

3. **Title of Invention**: This Part will display the title of invention of the application.

**Note**:
- Title of Invention is a non-editable field.

### 4.1.3 Part 3: Name of Applicant

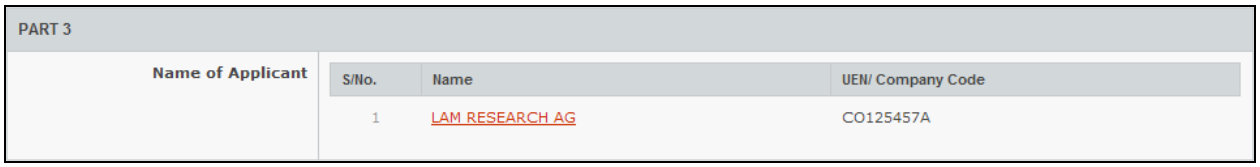



**Figure 34 – Part 3: Name of Applicant**

1. **Name of Applicant**: The applicants associated with the application will be displayed in this Part. It will be auto-populated together with the Title of Invention after entering in a valid application number.

**Note**:
- Name of Applicant is a non-editable field.

### 4.1.4 Part 4: Number of Claims

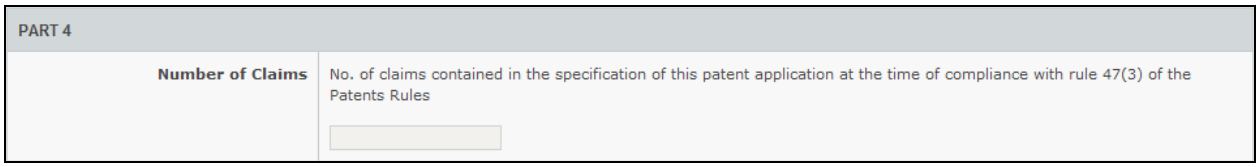

PART 4
Number of Claims
No. of claims contained in the specification of this patent application at the time of compliance with rule 47(3) of the Patents Rules

**Figure 35 – Part 4: Number of Claims**

1. **Number of Claims**: This Part allows the user to enter the number of claims contained in the specification.

**Note**:
Number of Claims is not mandatory for applications lodged before 14 February 2014 and has a filing date before 1 July 2004.

### 4.1.5 Part 5: Declaration (for Grant)

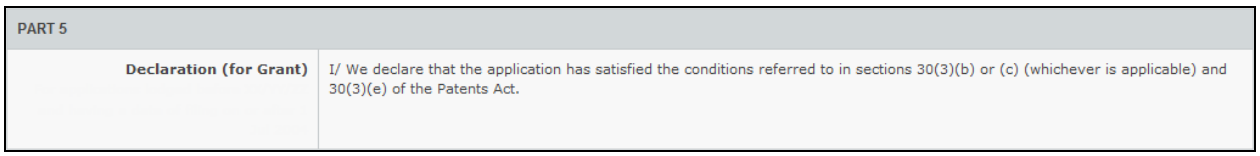

PART 5
Declaration (for Grant)
I/ We declare that the application has satisfied the conditions referred to in sections 30(3)(b) or (c) (whichever is applicable) and 30(3)(e) of the Patents Act.

**Figure 36 – Part 5: Declaration (for Grant)**

1. By submitting the form, the applicant is taken to declare that the conditions referred to in sections 30(3)(b) or (c) (whichever is applicable) and 30(3)(e) of the Patents Act have been satisfied.
2. This Part is applicable for applications lodged before 14 February 2014 and has a filing date on or after 1 July 2004.

### 4.1.6 Part 6: Contact Details

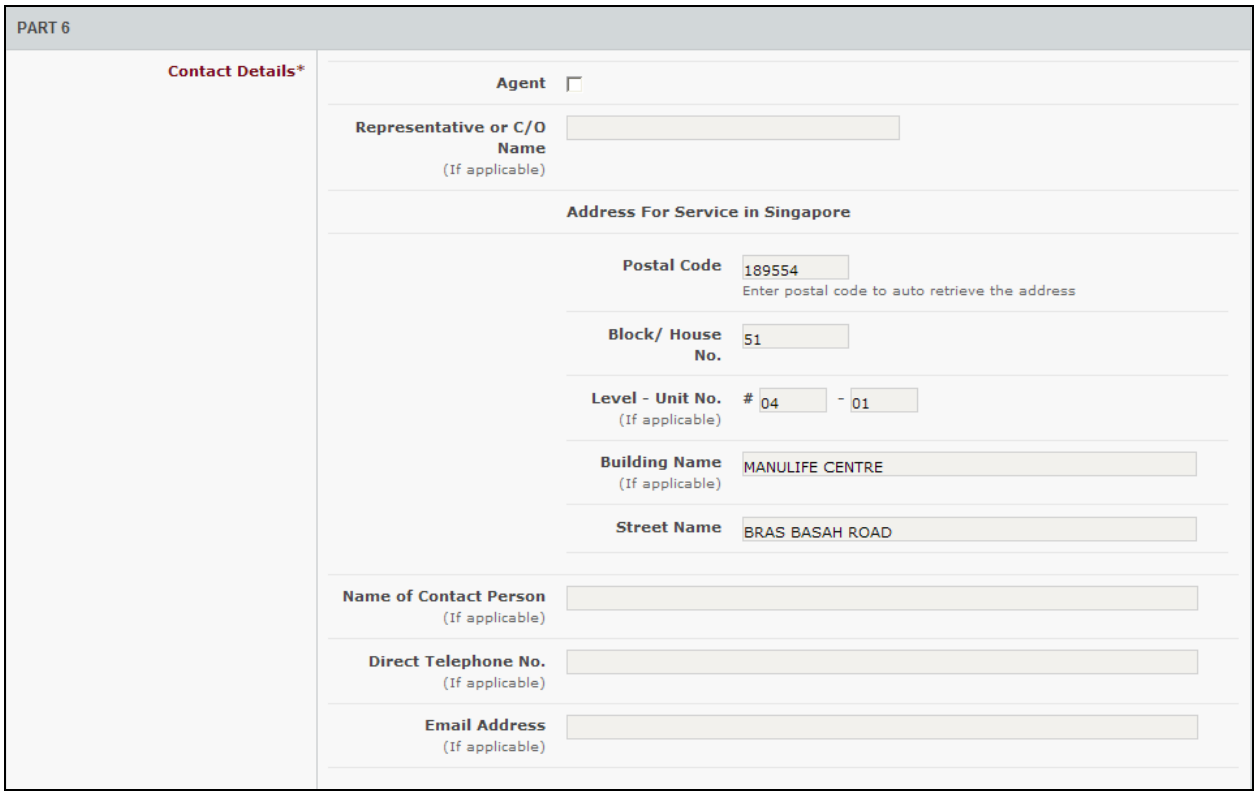
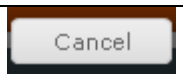
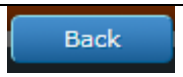



**Figure 37 – Part 6: Contact Details**

1. For non-account holders, please refer to the common section (**2.3.2 The following** buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

| Button Names | Button Description |
|---|---|
|  | Allows the user to cancel the current operation. |
| | Allows the user to save the content and continue at a later time. |
| | Allows the user to navigate to the next page. |
|  | Allows the user to navigate to the previous page. |
| | Allows the user to submit the form. |

2. Contact Details). For account holders, please refer to the common section (**3.3.2 Contact Details**) for details.

**Note**:

- Contact Details is mandatory.

### 4.1.7 Part 7: Declaration

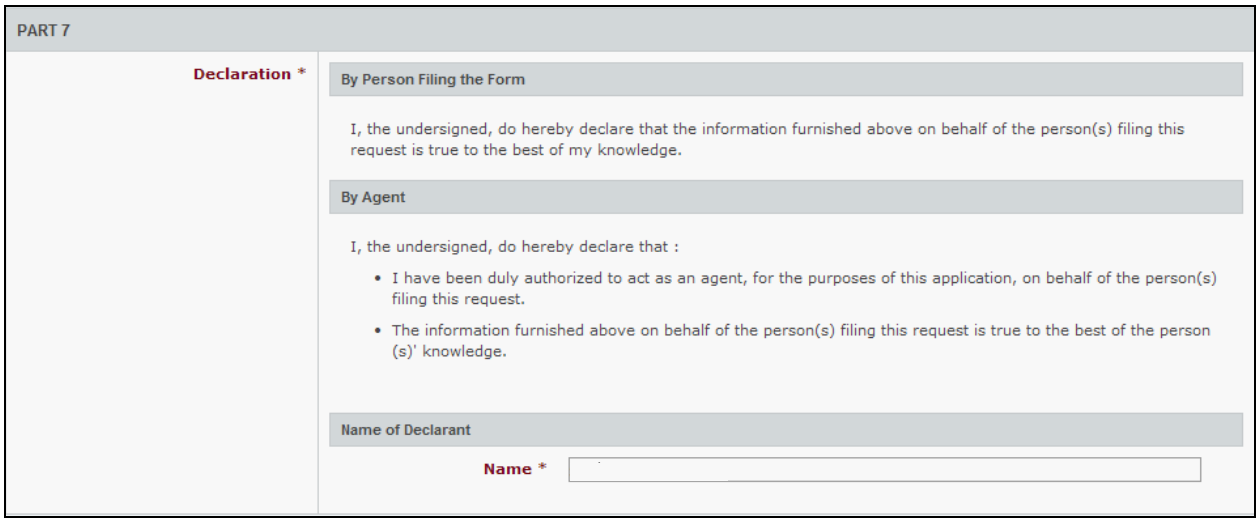

PART 7
Declaration *
By Person Filing the Form
I, the undersigned, do hereby declare that the information furnished above on behalf of the person(s) filing this request is true to the best of my knowledge.
By Agent
I, the undersigned, do hereby declare that :
I have been duly authorized to act as an agent, for the purposes of this application, on behalf of the person(s) filing this request.
The information furnished above on behalf of the person(s) filing this request is true to the best of the person (s)' knowledge.
Name of Declarant
Name *

**Figure 38 – Part 7: Declaration**

1. For non-account holders, please refer to the common section (**2.3.3 Declaration**). For account holders, please refer to the common section (**3.3.3 Declaration**) for details.

### 4.1.8 Part 8: Attachment

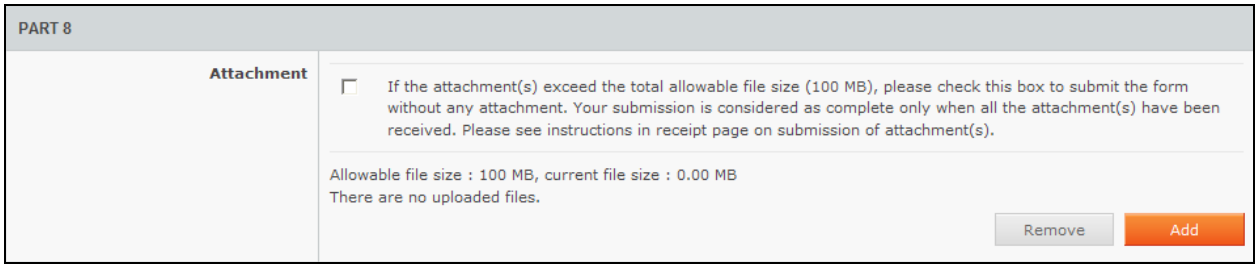

PART 8
Attachment
If the attachment(s) exceed the total allowable file size (100 MB), please check this box to submit the form without any attachment. Your submission is considered as complete only when all the attachment(s) have been received. Please see instructions in receipt page on submission of attachment(s).
Allowable file size : 100 MB, current file size : 0.00 MB
There are no uploaded files.
Remove
Add

**Figure 39 – Part 8: Attachment**

1. **Attachment**: Click on

button to attach a file.

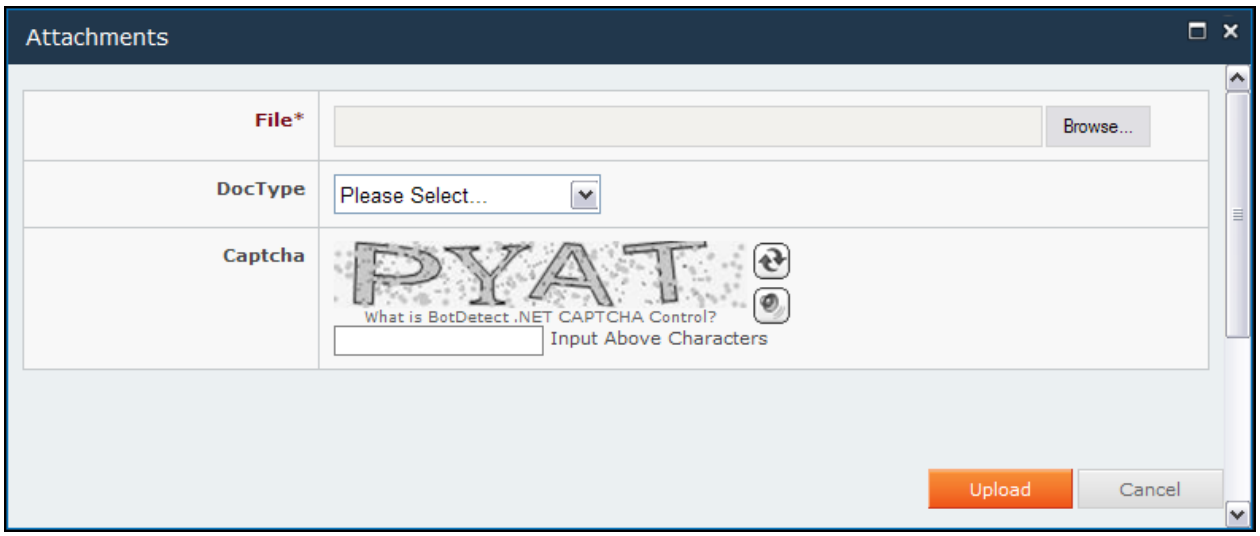
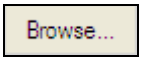



**Figure 40 – Part 8: Attachment**

2. The attachment pop-up window will be displayed:

   i. File :

      a. Click on 

button to select a file from the computer.

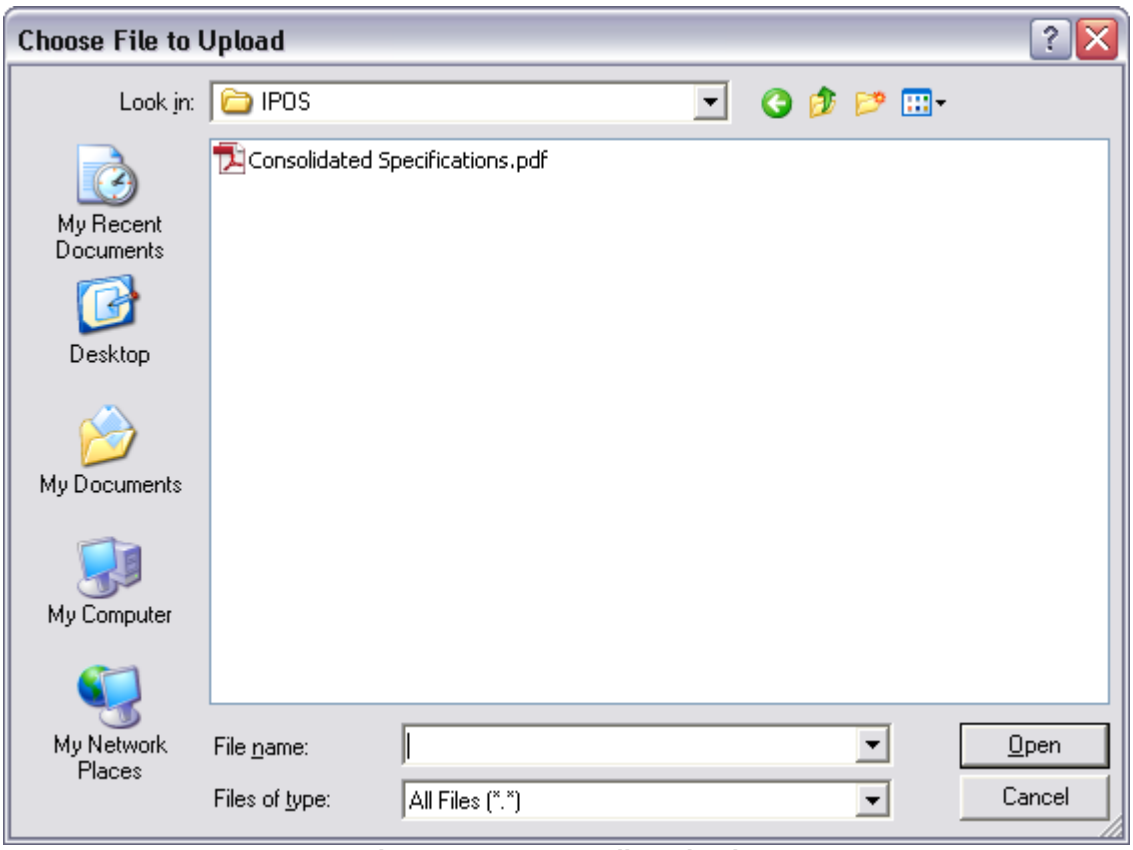



**Figure 41 – Part 8: File Selection**

b. Select the file that is to be attached, and click on Open button.

c. System will return to the attachment pop-up window with the selected filename populated under "File" field :

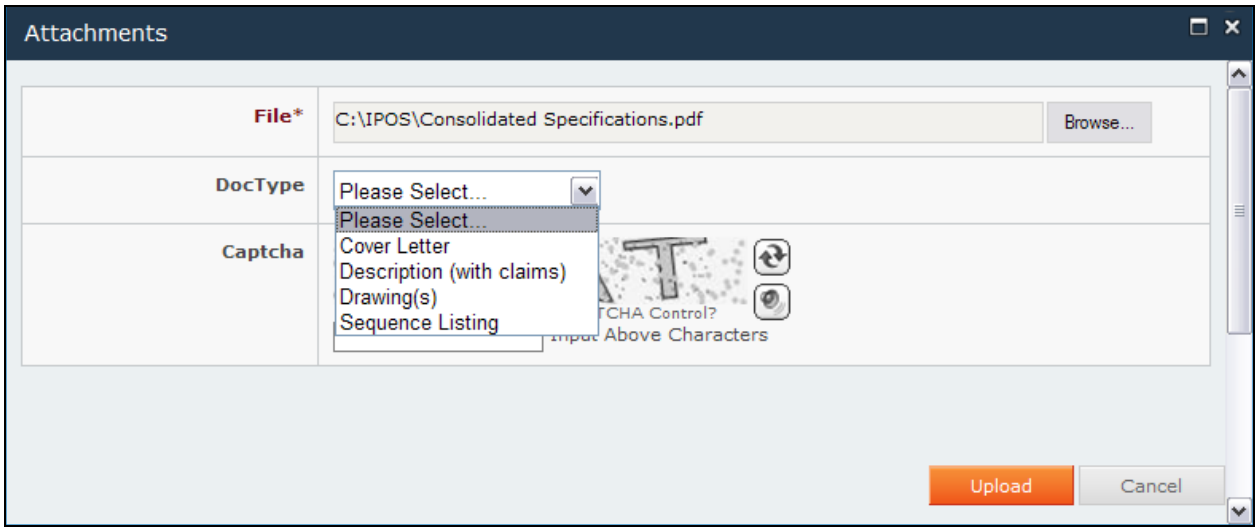



**Figure 42 – Part 8: DocType**

ii. **DocType**: Select the required data.
iii. **Captcha**: Input text that is given in captcha display.

**Note**:
- Captcha text is a system generated display.
- Attachment shall not be uploaded if input values do not match captcha text.

3. Click on Cancel button if the user wish to cancel the current action and return to the form.

4. Click on Upload button to attach the selected file.

System will return to the main form and display the uploaded file:

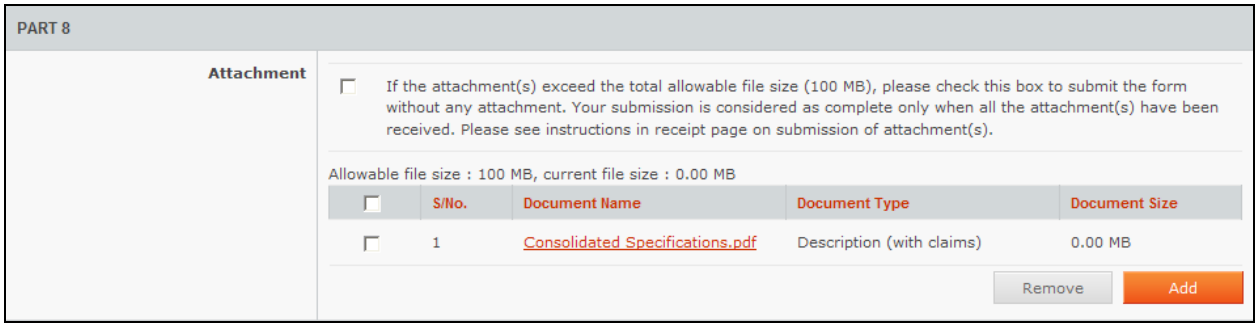

PART 8
Attachment
If the attachment(s) exceed the total allowable file size (100 MB), please check this box to submit the form without any attachment. Your submission is considered as complete only when all the attachment(s) have been received. Please see instructions in receipt page on submission of attachment(s).
Allowable file size : 100 MB, current file size : 0.00 MB
S/No.
Document Name
Document Type
Document Size
1
Consolidated Specifications.pdf
Description (with claims)
0.00 MB
Remove
Add

**Figure 43 – Part 8: Attachment Listing**

5. After adding at least one row, if the user wants to remove any error data, click on the ☑ checkbox of the error data, and click on the Remove button. The system will remove the row of data.

> **Note**:
>
> - The maximum size of all files that can be uploaded is 100MB.
> - If the total size of the attachment/s is more than 100MB , the user should click on the first ☑ checkbox and follow the instructions contained in the receipt page on submission of the form.

### 4.1.9 Cancel Submission

1. Click on Cancel located at the top of the page.

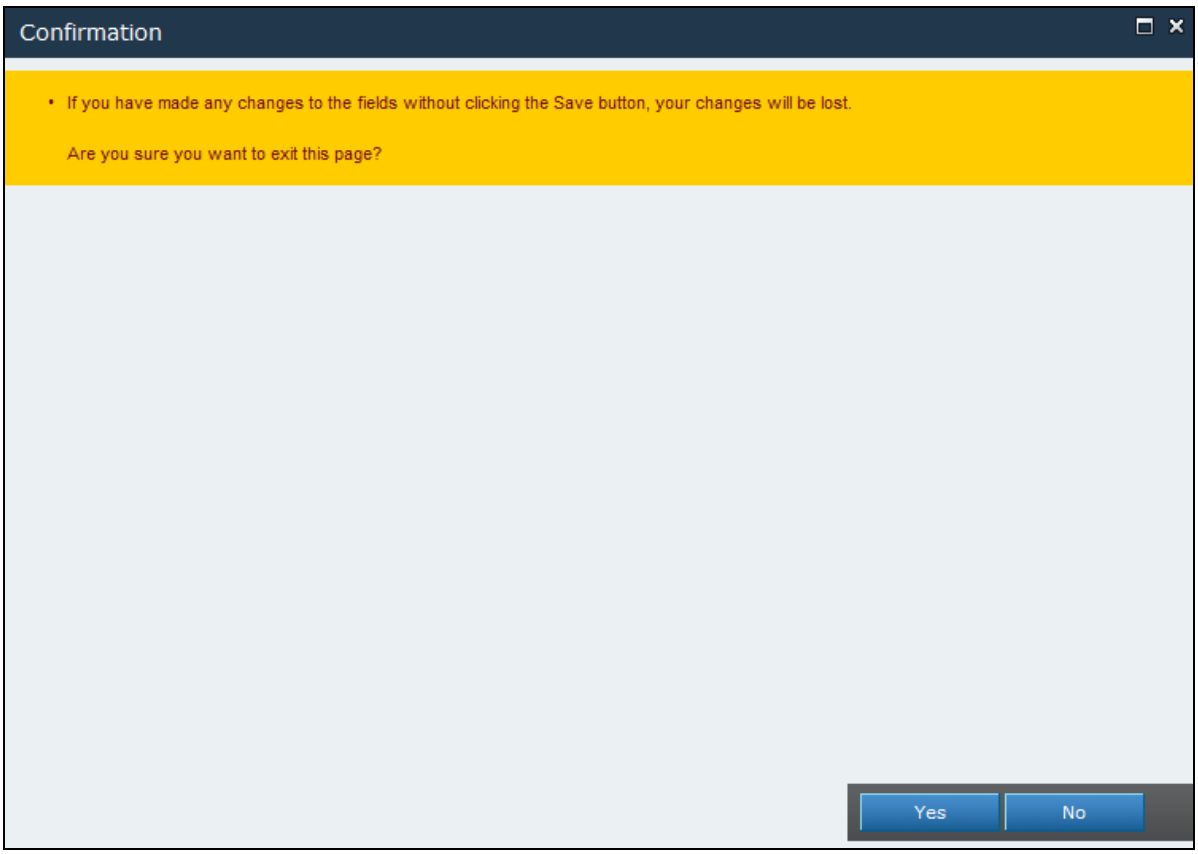

Confirmation
If you have made any changes to the fields without clicking the Save button, your changes will be lost.
Are you sure you want to exit this page?
Yes
No

**Figure 44 – Confirmation to cancel a submission**

2. A pop-up window to cancel the submission will be displayed.

3. Click Yes to cancel the submission. Otherwise, click No to continue with the submission.

### 4.1.10 Next Button

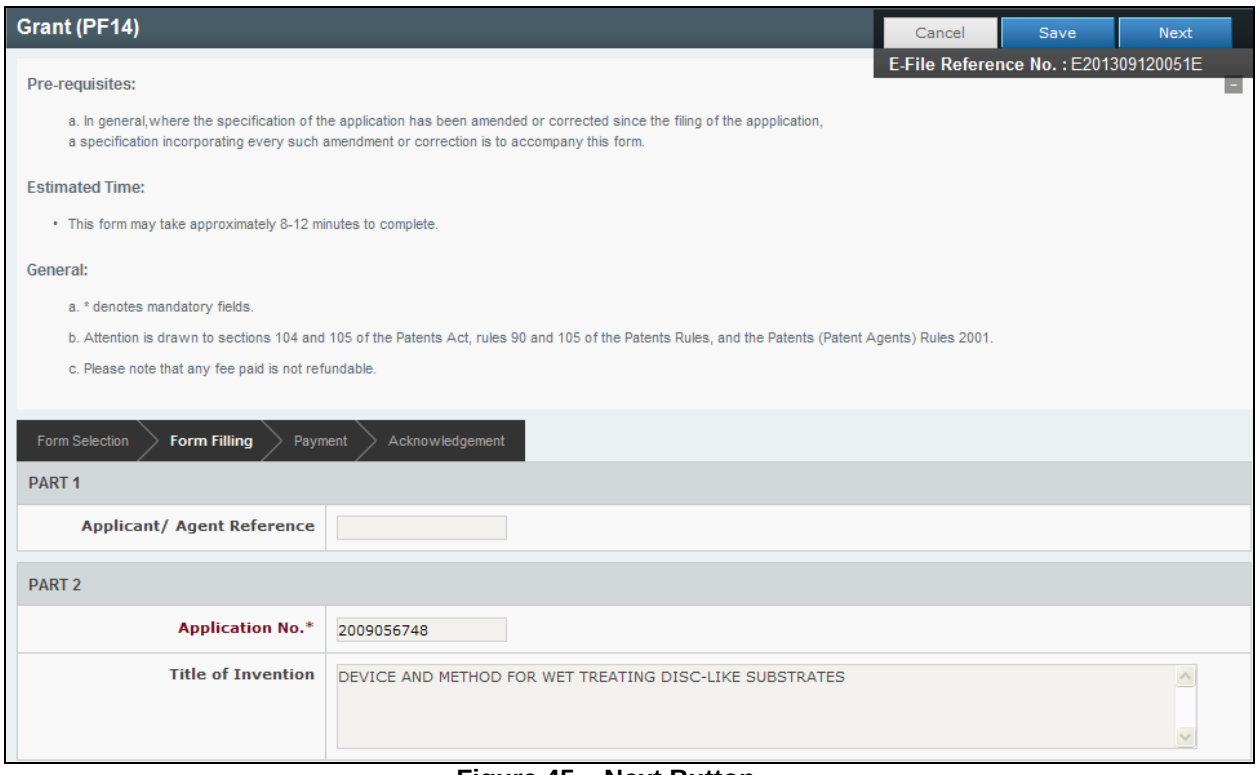

Grant (PF14)
Cancel
Save
Next
E-File Reference No. : E201309120051E
Pre-requisites:
a. In general,where the specification of the application has been amended or corrected since the filing of the appplication, a specification incorporating every such amendment or correction is to accompany this form.
Estimated Time:
This form may take approximately 8-12 minutes to complete.
General:
a. * denotes mandatory fields.
b. Attention is drawn to sections 104 and 105 of the Patents Act, rules 90 and 105 of the Patents Rules, and the Patents (Patent Agents) Rules 2001.
c. Please note that any fee paid is not refundable.
Form Selection
Form Filling
Payment
Acknowledgement
PART 1
Applicant/ Agent Reference
PART 2
Application No.*
2009056748
Title of Invention
DEVICE AND METHOD FOR WET TREATING DISC-LIKE SUBSTRATES

**Figure 45 – Next Button**

1. When the user is ready to submit the form, click on Next., the system will perform a first set of validation checks to determine if all mandatory fields in the form have been entered correctly. If all mandatory fields have been correctly entered, the system will then perform a second set of validation checks against certain information specific to the application in which the form relates to. The result of this second set of validation checks will appear in the form of:
   - Error messages: The form contains one or more errors that needs to be rectified before the form can be submitted
   - Warning message: There are one or more deficiencies in the form, but such deficiencies will not prevent the submission of the form

**Note**:

- All mandatory fields should be provided before clicking Next. Otherwise, the user will be prompted to enter the mandatory fields.
-

### 4.1.11 Back Button

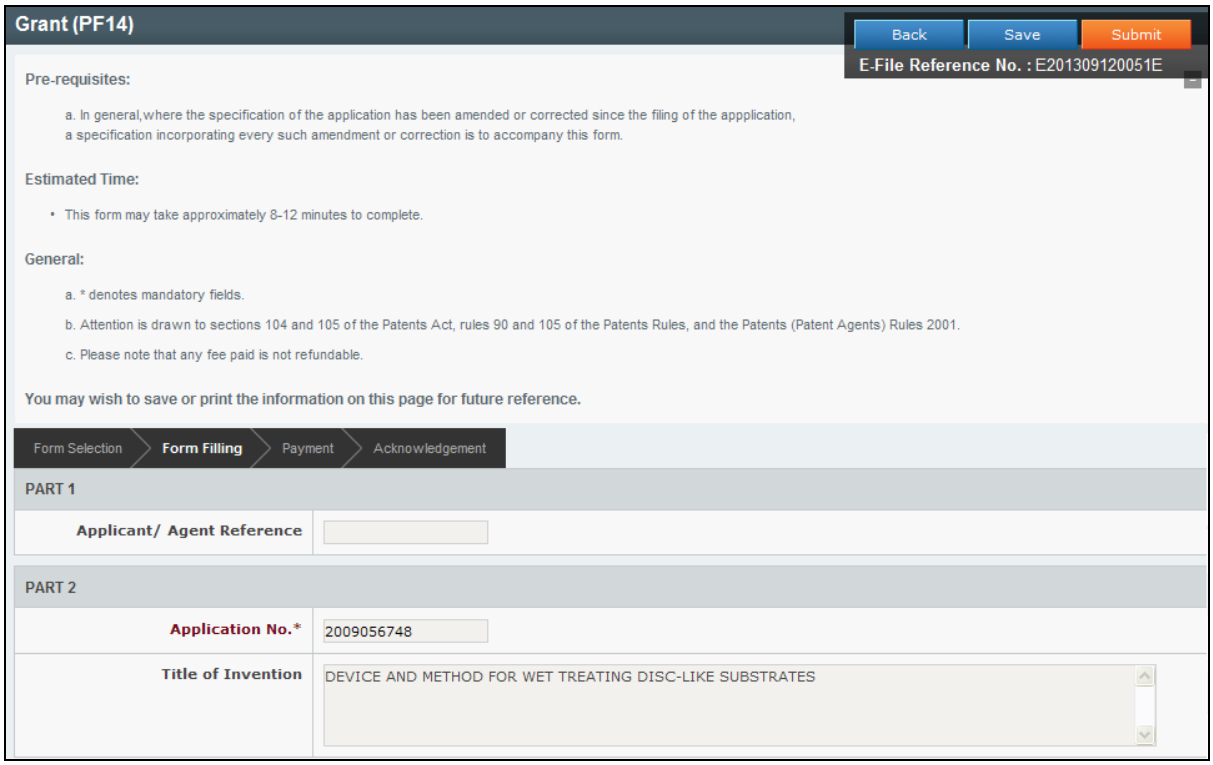

Grant (PF14)
Back
Save
Submit
E-File Reference No. : E201309120051E
Pre-requisites:
a. In general,where the specification of the application has been amended or corrected since the filing of the appplication, a specification incorporating every such amendment or correction is to accompany this form.
Estimated Time:
This form may take approximately 8-12 minutes to complete.
General:
a. * denotes mandatory fields.
b. Attention is drawn to sections 104 and 105 of the Patents Act, rules 90 and 105 of the Patents Rules, and the Patents (Patent Agents) Rules 2001.
c. Please note that any fee paid is not refundable.
You may wish to save or print the information on this page for future reference.
Form Selection
Form Filling
Payment
Acknowledgement
PART 1
Applicant/ Agent Reference
PART 2
Application No.*
2009056748
Title of Invention
DEVICE AND METHOD FOR WET TREATING DISC-LIKE SUBSTRATES

**Figure 46 – Back Button**

1. Click on Back to amend any details which the user had entered. This will bring the user to the previous page.

### 4.1.12 Submit Button

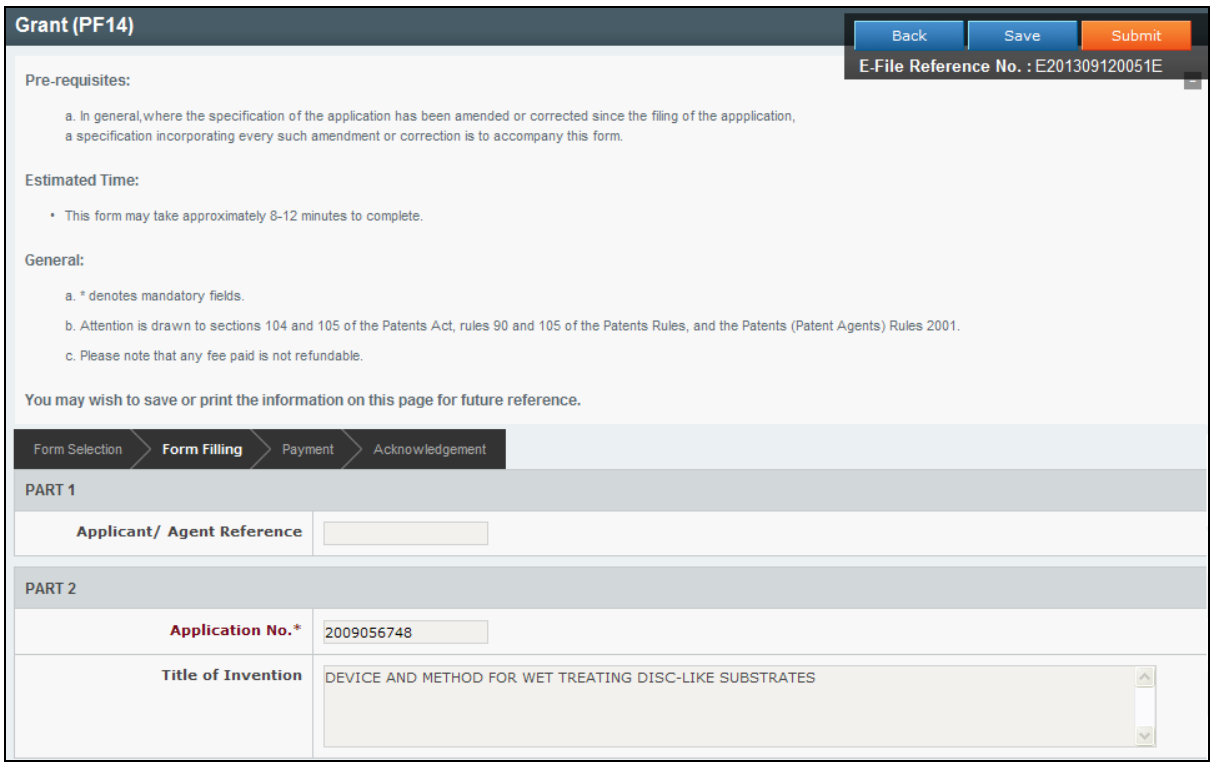

Grant (PF14)
Back
Save
Submit
E-File Reference No. : E201309120051E
Pre-requisites:
a. In general,where the specification of the application has been amended or corrected since the filing of the appplication, a specification incorporating every such amendment or correction is to accompany this form.
Estimated Time:
• This form may take approximately 8-12 minutes to complete.
General:
a. * denotes mandatory fields.
b. Attention is drawn to sections 104 and 105 of the Patents Act, rules 90 and 105 of the Patents Rules, and the Patents (Patent Agents) Rules 2001.
c. Please note that any fee paid is not refundable.
You may wish to save or print the information on this page for future reference.
Form Selection
Form Filling
Payment
Acknowledgement
PART 1
Applicant/ Agent Reference
PART 2
Application No.*
2009056748
Title of Invention
DEVICE AND METHOD FOR WET TREATING DISC-LIKE SUBSTRATES

**Figure 47 – Submit Button**

1. Clicking on Submit will take the user to Payment page.

### 4.1.13 Payment

1. For non-account holders, please refer to the common section (**2.4 Payment**). For account user, please refer to the common section (**3.5 Payment**) for details.

### 4.1.14 Payment Acknowledgement Page

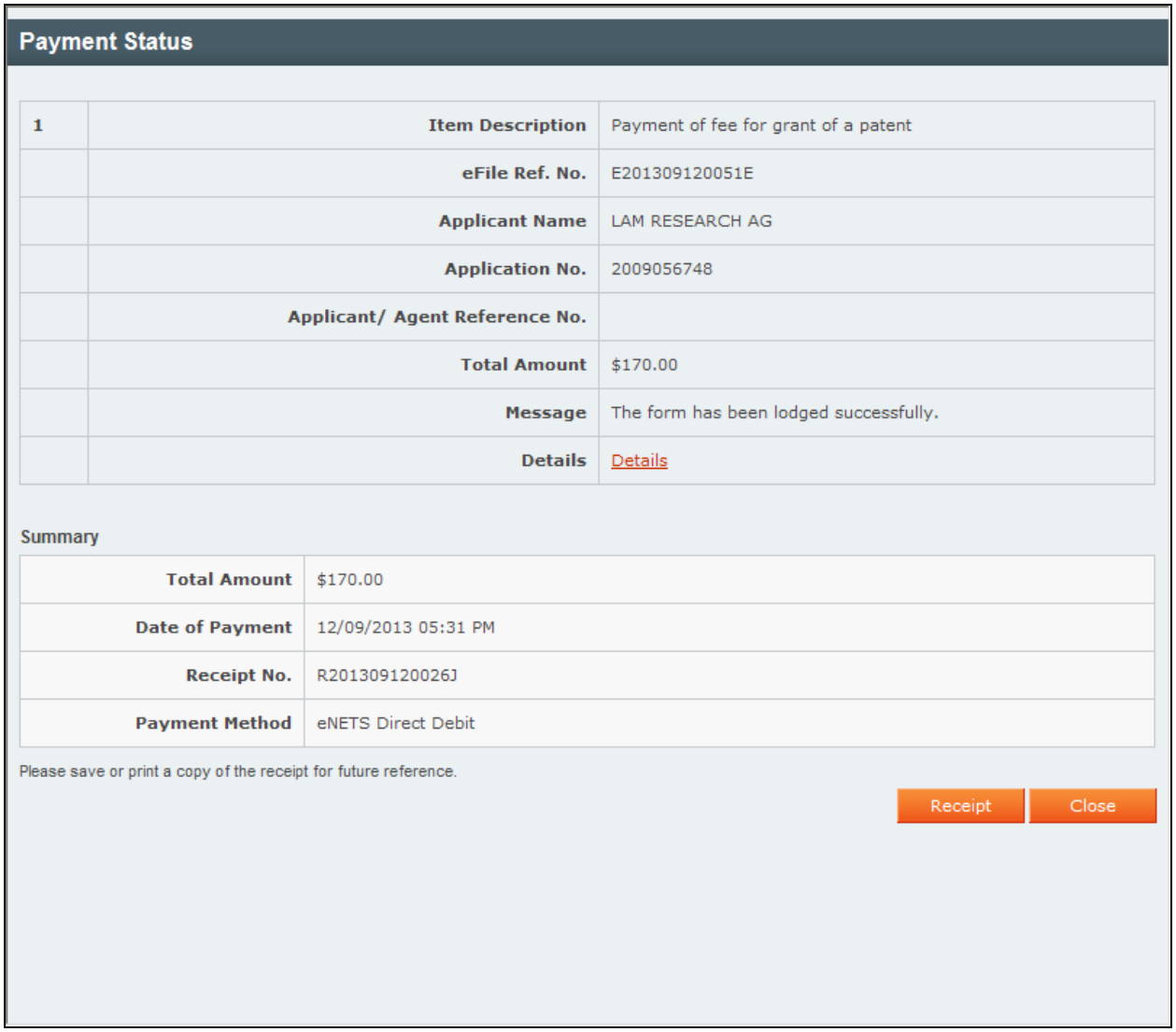
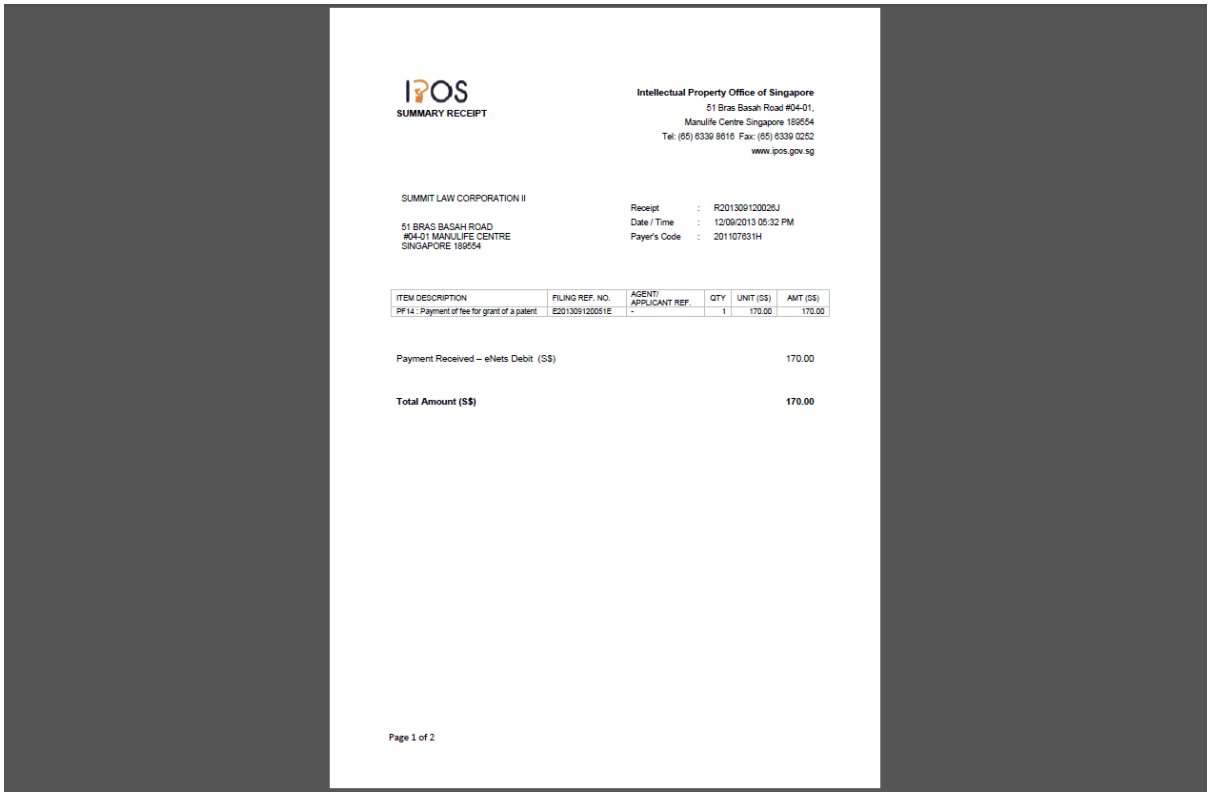



**Figure 48 – Payment Acknowledgement Page**

1. Upon successful submission of Patents Form 14, an acknowledgement page will be displayed.
2. Click on Receipt to view or print the receipt generated.
3. To complete the transaction, user may click on Close to exit the page.

### 4.1.15 Receipt Page



IPOS
SUMMARY RECEIPT

Intellectual Property Office of Singapore
51 Bras Basah Road #04-01,
Manulife Centre Singapore 189554
Tel: (65) 6339 8616 Fax: (65) 6339 0252
www.ipos.gov.sg

SUMMIT LAW CORPORATION II

51 BRAS BASAH ROAD
#04-01 MANULIFE CENTRE
SINGAPORE 189554

Receipt : R201309120026J
Date / Time : 12/09/2013 05:32 PM
Payer's Code : 201107631H

| ITEM DESCRIPTION | FILING REF. NO. | AGENT/ APPLICANT REF. | QTY | UNIT (S$) | AMT (S$) |
|---|---|---|---|---|---|
| PF14 : Payment of fee for grant of a patent | E201309120051E | - | 1 | 170.00 | 170.00 |

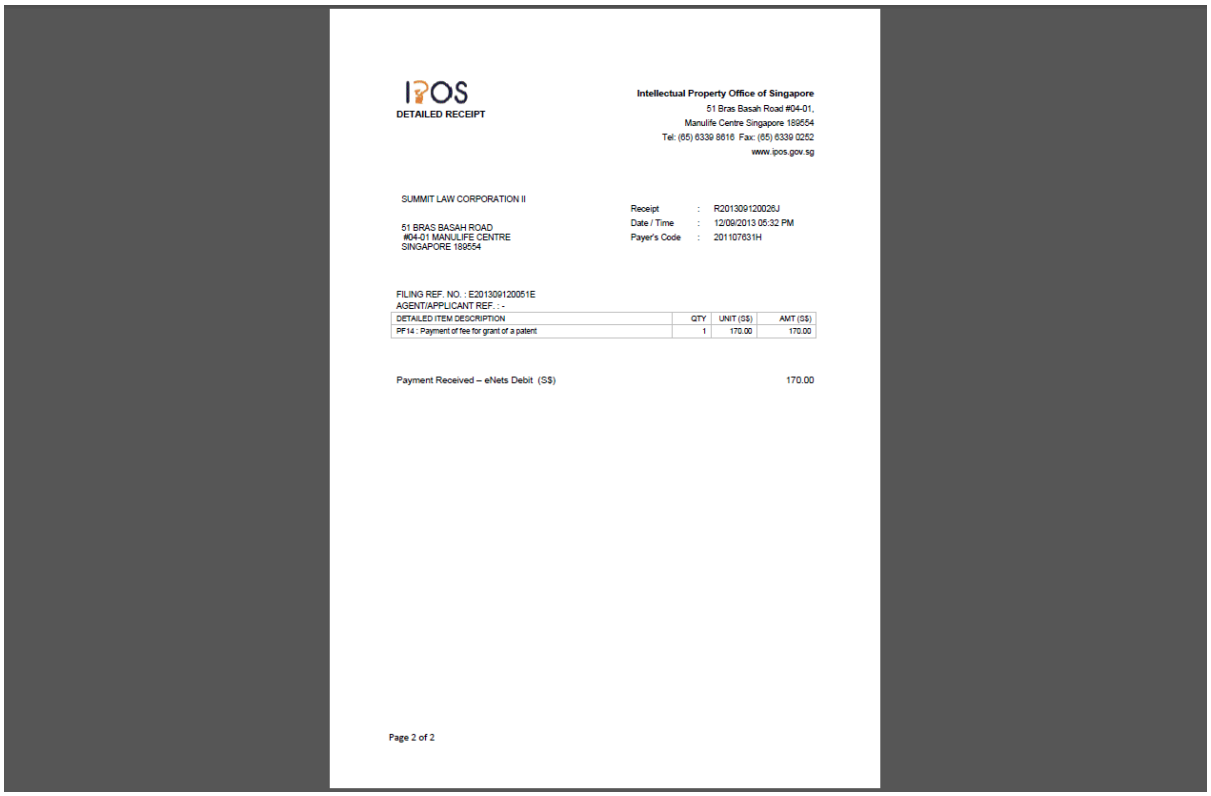
Payment Received – eNets Debit (S$) 170.00

**Total Amount (S$)** **170.00**

Page 1 of 2

**Figure 49 – Summary Receipt**

1. The first page of the receipt is the summary receipt.



IPOS
DETAILED RECEIPT

Intellectual Property Office of Singapore
51 Bras Basah Road #04-01,
Manulife Centre Singapore 189554
Tel: (65) 6339 8616 Fax: (65) 6339 0252
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SINGAPORE 189554

Receipt : R201309120026J
Date / Time : 12/09/2013 05:32 PM
Payer's Code : 201107631H

FILING REF. NO. : E201309120051E
AGENT/APPLICANT REF. : -

| DETAILED ITEM DESCRIPTION | QTY | UNIT (S$) | AMT (S$) |
|---|---|---|---|
| PF14 : Payment of fee for grant of a patent | 1 | 170.00 | 170.00 |

Payment Received – eNets Debit (S$) 170.00

Page 2 of 2

**Figure 50 – Detailed Receipt**

2. The subsequent page/s of the receipt is the detailed receipt.